



Amendment No. 5  
to  
Agreement No. 9100 NG150000011  
for  
Social Services  
between  
**ANY BABY CAN OF AUSTIN, INC.**  
and the  
**CITY OF AUSTIN**

*(Ready Families Collaborative)*

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **One Million Six Hundred Fifty Two Thousand Three Hundred Sixteen dollars (\$1,652,316)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 4,459,737
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 267,582	\$ 4,727,319
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 72,486	\$ 4,799,805
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 40,300	\$ 4,840,105
Amendment No. 4: Exercise Extension Option #1 (Oct. 1, 2018 – Sept. 30, 2019)	\$ 1,652,316	\$ 6,492,421
Amendment No. 5: Exercise Extension Option #2 (Oct. 1, 2019 – Sept. 30, 2020)	\$ 1,652,316	\$ 8,144,737

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

**Exhibit A.2 -- Program Performance Measures** is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 6/5/2019]

**Exhibit B.1 -- Program Budget and Narrative** is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 5/7/2019]

**Exhibit B.2 -- Program Subgrantees** is deleted in its entirety and replaced with a new **Exhibit B.2 -- Program Subgrantees**. [Revised 5/8/2019]

- 4.0 The following Terms and Conditions have been MODIFIED:

Social Services Agreement Amendment

4.1.2.1 For the Program Period of 10/1/2019 through 9/30/2020, the payment from the City to the Grantee shall not exceed \$1,652,316 (One Million Six Hundred Fifty Two Thousand Three Hundred Sixteen dollars).

- 5.0 MBE/WBE goals were not established for this Agreement.
- 6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.
- 7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.
- 8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

**GRANTEE**

Signature:

*Veronda L. Durden*

ANY BABY CAN OF AUSTIN, INC.  
Veronda Durden, President & CEO  
6207 Sheridan Ave.  
Austin, TX 78723

Date: August 29, 2019

**CITY OF AUSTIN**

Signature:

*leadw*

City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date: 10-9-19



## Program Performance Measures

Contract Start  
9/1/2015

Contract End  
9/30/2020

Period Performance Start  
10/1/2019

Period Performance End  
9/30/2020

### Outputs

OP #	Output Measure Description	Period Goal		
		City	Other	Total
1	Total Number of Unduplicated Clients Served	648	2916	3564

**Program Performance Measures**Contract Start  
9/1/2015Contract End  
9/30/2020Period Performance Start  
10/1/2019Period Performance End  
9/30/2020

		<b>Outcomes</b>	
<b>OC Item</b>	<b>Outcome Measure Description</b>		<b>Total Program Goal</b>
1 Num	Number of individuals making progress on their treatment plan goal(s)		567
1 Den	Number of individuals evaluated for progress on treatment plan goals(s)		840
1 Rate	Percent of individuals making progress toward their treatment plan goals		67.5
2 Num	Number of individuals demonstrating improved life skill(s)		919
2 Den	Number of individuals participating in the activity		1344
2 Rate	Percent of individuals who demonstrate improved life skills		68.38

**Program Budget and Narrative**

Program Start 10/1/2019

Program End 9/30/2020

	City Share	Other	Total
<b>Salary plus Benefits</b>	<b>\$638,575.00</b>	<b>\$4,177,906.00</b>	<b>\$4,816,481.00</b>
General Operations Expenses	\$81,637.00	\$525,712.00	\$607,349.00
Program Subgrantees	\$932,104.00	\$1,948,727.00	\$2,880,831.00
Staff Travel	\$0.00	\$7,625.00	\$7,625.00
Conferences	\$0.00	\$15,000.00	\$15,000.00
<b>Operations SubTotal</b>	<b>\$1,013,741.00</b>	<b>\$2,497,064.00</b>	<b>\$3,510,805.00</b>
Food and Beverages for Clients	\$0.00	\$0.00	\$0.00
Financial Direct Assistance to Clients	\$0.00	\$21,855.00	\$21,855.00
Other Assistance	Please Specify	Please Specify	Please Specify
 Other Assistance Amount	 \$0.00	 \$0.00	 \$0.00
<b>Direct Assistance SubTotal</b>	<b>\$0.00</b>	<b>\$21,855.00</b>	<b>\$21,855.00</b>
<b>Capital Outlay Amount</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$1,652,316.00</b>	<b>\$6,696,825.00</b>	<b>\$8,349,141.00</b>

**Detailed Budget Narrative****Salaries plus Benefits**

Salaries, benefits, retirement, and payroll taxes for programmatic and administrative staff related to the Ready Families Collaborative program.

**General Op Expenses**

Telephone, Cell Phone, Occupancy Costs, Internet, Postage, Office, Program, and Janitorial Supplies, Agency Vehicle Usage, Equipment Rental, Criminal Background Checks, Annual Audit and 990 preparation, Contract IT services, accounting software maintenance and service, database subscription and consultation, Parents as Teachers affiliation fees, bank account analysis fees, Insurance including General Liability, Nonprofit Umbrella, Directors and Officers, Auto, Employee Theft and Dishonesty

**Program Subgrantees**

Includes direct service/support staff salaries, benefits, retirement, and payroll tax expenses; general operating expenses; and direct client assistance costs incurred by partner agencies.

**Staff Travel**

N/A

**Conferences**

N/A

**Food and Beverage**

N/A

**Financial Assistance**

N/A

**Other Assistance**

Created 5/7/2019 9:23:33 AM

Last Modified, If Applicable 5/7/2019 9:23:00 AM

***Program Budget and Narrative***

*N/A*

***Capital Outlay***

*N/A*

## Program Subgrantees

### Contract Term

**Start Date** 9/1/2015

**End Date** 9/30/2020

### Subgrantee's Information

#### Name

AVANCE-Austin

#### Length of Term

**Start Date** 10/1/2019

**End Date** 9/30/2020

**City of Austin Funded Amount** \$155,976.00

**Number of Clients to be Served:** 30

#### Services to be subcontracted

Parenting and Early Education classes; home-visitation and case management; transportation and food for clients



***Program Subgrantees***

***Contract  
Term***

***Start Date*** 9/1/2015

***End Date*** 9/30/2020

***Subgrantee's Information***

***Name***

Camp Fire USA Balcones Council

***Length of Term***

***Start Date*** 10/1/2019

***End Date*** 9/30/2020

***City of Austin Funded Amount*** \$67,319.00

***Number of Clients to be Served:*** 62

***Services to be subcontracted***

Camp Fire Play to Learn; 2 Generation parenting program

## Program Subgrantees

### Contract Term

**Start Date** 9/1/2015

**End Date** 9/30/2020

## Subgrantee's Information

### Name

Capital of Texas Public Telecommunications Council-dba KLRU

### Length of Term

**Start Date** 10/1/2019

**End Date** 9/30/2020

**City of Austin Funded Amount** \$63,378.00

**Number of Clients to be Served:** 120

### Services to be subcontracted

Play to Learn workshop series

## Program Subgrantees

---

	<b>Contract Term</b>
<b>Start Date</b>	9/1/2015
<b>End Date</b>	9/30/2020

### Subgrantee's Information

#### **Name**

Literacy Coalition of Central Texas

#### **Length of Term**

**Start Date** 10/1/2019

**End Date** 9/30/2020

**City of Austin Funded Amount** \$94,581.00

**Number of Clients to be Served:** 105

#### **Services to be subcontracted**

Playing and Learning Strategies (PALS) program

***Program Subgrantees***

---

	<b><i>Contract Term</i></b>
<b><i>Start Date</i></b>	9/1/2015
<b><i>End Date</i></b>	9/30/2020

***Subgrantee's Information***

***Name***

The SAFE Alliance

***Length of Term***

***Start Date*** 10/1/2019

***End Date*** 9/30/2020

***City of Austin Funded Amount*** \$83,362.00

***Number of Clients to be Served:*** 27

***Services to be subcontracted***

Early childhood services and family support; parent education; crisis intervention; mental health and other support services

## Program Subgrantees

**Contract  
Term**

**Start Date** 9/1/2015

**End Date** 9/30/2020

### Subgrantee's Information

**Name**

Jeremiah Program

**Length of Term**

**Start Date** 10/1/2019

**End Date** 9/30/2020

**City of Austin Funded Amount** \$52,429.00

**Number of Clients to be Served:** 3

**Services to be subcontracted**

Early childhood education; Residential assistance; Career development and life skills training



## Program Subgrantees

---

**Contract  
Term**

**Start Date** 9/1/2015

**End Date** 9/30/2020

### Subgrantee's Information

**Name**

Communities in Schools of Central Texas

**Length of Term**

**Start Date** 10/1/2019

**End Date** 9/30/2020

**City of Austin Funded Amount** \$314,572.00

**Number of Clients to be Served:** 75

**Services to be subcontracted**

Comprehensive dual generation family literacy programming; PAT home visiting; Incredible Years group parenting classes

## Program Subgrantees

**Contract  
Term**

**Start Date** 9/1/2015

**End Date** 9/30/2020

### Subgrantee's Information

**Name**

YMCA of Austin

**Length of Term**

**Start Date** 10/1/2019

**End Date** 9/30/2020

**City of Austin Funded Amount** \$100,487.00

**Number of Clients to be Served:** 65

**Services to be subcontracted**

YMCA of Austin Play to Learn program



Amendment No. 4  
to  
Agreement No. NG150000011  
for  
Social Services  
between  
**ANY BABY CAN OF AUSTIN, INC.**  
and the  
**CITY OF AUSTIN**

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is ***One Million Six Hundred Fifty Two Thousand Three Hundred Sixteen dollars (\$1,652,316)***. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 4,459,737
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 267,582	\$ 4,727,319
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 72,486	\$ 4,799,805
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 40,300	\$ 4,840,105
Amendment No. 4: Exercise Extension Option #1 (Oct. 1, 2018 – Sept. 30, 2019)	\$ 1,652,316	\$ 6,492,421

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

**Exhibit A.2 -- Program Performance Measures** is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 6/20/2018]

**Exhibit B.1 -- Program Budget and Narrative** is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 6/20/2018]

**Exhibit B.2 -- Program Subgrantees** is deleted in its entirety and replaced with a new **Exhibit B.2 -- Program Subgrantees**. [Revised 6/20/2018]

- 4.0 The following Terms and Conditions have been MODIFIED:

4.1.2.1 For the Program Period of 10/1/2018 through 9/30/2019, the payment from the City to the Grantee shall not exceed \$1,652,316 (***One Million Six Hundred Fifty Two Thousand Three Hundred Sixteen dollars***).

5.0 MBE/WBE goals were not established for this Agreement.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.


7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

GRANTEE

Signature:



ANY BABY CAN OF AUSTIN, INC.  
Veronda Durden, Chief Executive Officer  
6207 Sheridan Ave.  
Austin, TX 78723

Date:

8/3/18

CITY OF AUSTIN

Signature:



City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date:

10-10-18

***Program Performance Measures***

***Contract Start***  
9/1/2015

***Contract End***  
9/30/2019

***Period Performance Start***  
10/1/2018

***Period Performance End***  
9/30/2019

***Outputs***

<b><i>OP #</i></b>	<b><i>Output Measure Description</i></b>	<b><i>Period Goal</i></b>		
		<b><i>City</i></b>	<b><i>Other</i></b>	<b><i>Total</i></b>
1	Total Number of Unduplicated Clients Served	648	2916	3564



**Program Performance Measures****Contract Start**  
9/1/2015**Contract End**  
9/30/2019**Period Performance Start**  
10/1/2018**Period Performance End**  
9/30/2019**Outcomes**

<b>OC Item</b>	<b>Outcome Measure Description</b>	<b>Total Program Goal</b>
1 Num	Number of individuals making progress on their treatment plan goal(s)	567
1 Den	Number of individuals evaluated for progress on treatment plan goals(s)	840
1 Rate	Percent of individuals making progress toward their treatment plan goals	67.5
2 Num	Number of individuals demonstrating improved life skill(s)	919
2 Den	Number of individuals participating in the activity	1344
2 Rate	Percent of individuals who demonstrate improved life skills	68.38

**Program Budget and Narrative**

Program Start 10/1/2018

Program End 9/30/2019

	City Share	Other	Total
<b>Salary plus Benefits</b>	<b>\$638,575.00</b>	<b>\$4,177,906.00</b>	<b>\$4,816,481.00</b>
General Operations Expenses	\$81,637.00	\$525,712.00	\$607,349.00
Program Subgrantees	\$932,104.00	\$1,948,727.00	\$2,880,831.00
Staff Travel	\$0.00	\$7,625.00	\$7,625.00
Conferences	\$0.00	\$15,000.00	\$15,000.00
<b>Operations SubTotal</b>	<b>\$1,013,741.00</b>	<b>\$2,497,064.00</b>	<b>\$3,510,805.00</b>
Food and Beverages for Clients	\$0.00	\$0.00	\$0.00
Financial Direct Assistance to Clients	\$0.00	\$21,855.00	\$21,855.00
Other Assistance	Please Specify	Please Specify	Please Specify
Other Assistance Amount	\$0.00	\$0.00	\$0.00
<b>Direct Assistance SubTotal</b>	<b>\$0.00</b>	<b>\$21,855.00</b>	<b>\$21,855.00</b>
<b>Capital Outlay Amount</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$1,652,316.00</b>	<b>\$6,696,825.00</b>	<b>\$8,349,141.00</b>

**Detailed Budget Narrative****Salaries plus Benefits**

Salaries, benefits, retirement, and payroll taxes for programmatic and administrative staff related to the Ready Families Collaborative program.

**General Op Expenses**

Telephone, Cell Phone, Occupancy Costs, Internet, Postage, Office, Program, and Janitorial Supplies, Agency Vehicle Usage, Equipment Rental, Criminal Background Checks, Annual Audit and 990 preparation, Contract IT services, accounting software maintenance and service, database subscription and consultation, Parents as Teachers affiliation fees, bank account analysis fees, Insurance including General Liability, Nonprofit Umbrella, Directors and Officers, Auto, Employee Theft and Dishonesty

**Program Subgrantees**

Includes direct service/support staff salaries, benefits, retirement, and payroll tax expenses; general operating expenses; and direct client assistance costs incurred by partner agencies.

**Staff Travel**

N/A

**Conferences**

N/A

**Food and Beverage**

N/A

**Financial Assistance**

N/A

**Other Assistance**

Created 6/20/2018 3:29:56 PM

Last Modified, If Applicable 6/20/2018 3:30:00 PM

*Any Baby Can of Austin, Inc.*

*Ready Families Collaborative*

## ***Program Budget and Narrative***

*N/A*

***Capital Outlay***

*N/A*

*Created 6/20/2018 3:29:56 PM*

*Last Modified, If Applicable 6/20/2018 3:30:00 PM*

***Program Subgrantees***

---

	<b><i>Contract Term</i></b>
<b><i>Start Date</i></b>	9/1/2015
<b><i>End Date</i></b>	9/30/2019

***Subgrantee's Information***

***Name***

Communities in Schools of Central Texas

***Length of Term***

***Start Date*** 10/1/2018

***End Date*** 9/30/2019

***City of Austin Funded Amount*** \$314,572.00

***Number of Clients to be Served:*** 75

***Services to be subcontracted***

Comprehensive dual generation family literacy programming; PAT home visiting; Incredible Years group parenting classes

## Program Subgrantees

---

	<b>Contract Term</b>
<b>Start Date</b>	9/1/2015
<b>End Date</b>	9/30/2019

### Subgrantee's Information

#### **Name**

Jeremiah Program

#### **Length of Term**

**Start Date** 10/1/2018

**End Date** 9/30/2019

**City of Austin Funded Amount** \$52,429.00

**Number of Clients to be Served:** 3

#### **Services to be subcontracted**

Early childhood education; Residential assistance; Career development and life skills training



***Program Subgrantees***

---

***Contract  
Term***  
***Start Date*** 9/1/2015  
***End Date*** 9/30/2019

***Subgrantee's Information***

***Name***

YMCA of Austin

***Length of Term***

***Start Date*** 10/1/2018

***End Date*** 9/30/2019

***City of Austin Funded Amount*** \$100,487.00

***Number of Clients to be Served:*** 65

***Services to be subcontracted***

YMCA of Austin Play to Learn program

***Program Subgrantees***

---

	<b><i>Contract Term</i></b>
<b><i>Start Date</i></b>	9/1/2015
<b><i>End Date</i></b>	9/30/2019

***Subgrantee's Information***

***Name***

The SAFE Alliance

***Length of Term***

***Start Date*** 10/1/2018

***End Date*** 9/30/2019

***City of Austin Funded Amount*** \$83,362.00

***Number of Clients to be Served:*** 27

***Services to be subcontracted***

Early childhood services and family support; parent education; crisis intervention; mental health and other support services

***Program Subgrantees***

---

	<b><i>Contract Term</i></b>
<b><i>Start Date</i></b>	9/1/2015
<b><i>End Date</i></b>	9/30/2019

***Subgrantee's Information***

***Name***

Literacy Coalition of Central Texas

***Length of Term***

***Start Date*** 10/1/2018

***End Date*** 9/30/2019

***City of Austin Funded Amount*** \$94,581.00

***Number of Clients to be Served:*** 105

***Services to be subcontracted***

Playing and Learning Strategies (PALS) program

## Program Subgrantees

---

	<b>Contract Term</b>
<b>Start Date</b>	9/1/2015
<b>End Date</b>	9/30/2019

### Subgrantee's Information

**Name**

Capital of Texas Public Telecommunications Council-dba KLRU

**Length of Term**

**Start Date** 10/1/2018

**End Date** 9/30/2019

**City of Austin Funded Amount** \$63,378.00

**Number of Clients to be Served:** 120

**Services to be subcontracted**

Play to Learn workshop series

***Program Subgrantees***

---

	<b><i>Contract Term</i></b>
<b><i>Start Date</i></b>	9/1/2015
<b><i>End Date</i></b>	9/30/2019

***Subgrantee's Information***

***Name***

Camp Fire USA Balcones Council

***Length of Term***

***Start Date*** 10/1/2018

***End Date*** 9/30/2019

***City of Austin Funded Amount*** \$67,319.00

***Number of Clients to be Served:*** 62

***Services to be subcontracted***

Camp Fire Play to Learn; 2 Generation parenting program

***Program Subgrantees***

---

	<b><i>Contract Term</i></b>
<b><i>Start Date</i></b>	9/1/2015
<b><i>End Date</i></b>	9/30/2019

***Subgrantee's Information***

***Name***

AVANCE-Austin

***Length of Term***

***Start Date*** 10/1/2018

***End Date*** 9/30/2019

***City of Austin Funded Amount*** \$155,976.00

***Number of Clients to be Served:*** 30

***Services to be subcontracted***

Parenting and Early Education classes; home-visitation and case management; transportation and food for clients





Amendment No. 3  
to  
Agreement No. NG150000011  
for  
Social Services  
between  
**ANY BABY CAN OF AUSTIN, INC.**  
and the  
**CITY OF AUSTIN**

- 1.0 The City of Austin and the Grantee hereby agree to the Agreement revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Forty Thousand Three Hundred dollars (\$40,300)**. The total Agreement amount is recapped below:

Term	Agreement Change Amount	Total Agreement Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 4,459,737
Amendment No. 1: Add funds to Agreement and modify Exhibits	\$ 267,582	\$ 4,727,319
Amendment No. 2: Add funds to Agreement and modify Exhibits	\$ 72,486	\$ 4,799,805
Amendment No. 3: Add funds to Agreement and modify Exhibits	\$ 40,300	\$ 4,840,105

- 3.0 The following changes have been made to the original Agreement EXHIBITS:

**Exhibit B.1 -- Program Budget and Narrative** is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 2/28/2018]

**Exhibit B.2 -- Program Subgrantees** is deleted in its entirety and replaced with a new **Exhibit B.2 -- Program Subgrantees**. [Revised 2/28/2018]

- 4.0 The following Terms and Conditions have been MODIFIED:

Section 4.1 **Agreement Amount**. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Agreement, the maximum amount payable by the City under this Agreement for the initial 37 month term shall not exceed the amount approved by City Council, which is **\$4,840,105 (Four Million Eight Hundred Forty Thousand One Hundred and Five dollars)**, and \$1,652,316 (*One Million Six Hundred Fifty Two Thousand Three Hundred Sixteen dollars*) per 12 month extension option, for a total Agreement amount of \$9,797,053. Continuation of the Agreement beyond the initial 37 months is specifically contingent upon the availability and allocation of funding, and authorization by City Council.

4.1.2.3 For the Program Period of 10/1/2017 through 9/30/2018, the payment from the City to the Grantee shall not exceed \$1,652,316 (One Million Six Hundred Fifty Two Thousand Three Hundred Sixteen dollars).

5.0 MBE/WBE goals were not established for this Agreement.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Agreement.

7.0 By signing this Amendment, the Grantee certifies that the Grantee and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Agreement terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Agreement.

**GRANTEE**

Signature:



ANY BABY CAN OF AUSTIN, INC.  
Veronda Durden, Chief Executive Officer  
6207 Sheridan Ave.  
Austin, TX 78723

Date: 4-6-2018

**CITY OF AUSTIN**

Signature:



City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date: 5/25/18



**Program Budget and Narrative**

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018		<i>Total</i>
<b>Salary plus Benefits</b>	<b>\$608,970.00</b>	<b>\$623,000.00</b>	<b>\$638,575.00</b>		<b>\$1,870,545.00</b>
<i>General Operations Expenses</i>	\$77,667.00	\$79,646.00	\$81,637.00		\$238,950.00
<i>Program Subgrantees</i>	\$889,136.00	\$909,370.00	\$932,104.00		\$2,730,610.00
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Conferences</i>	\$0.00	\$0.00	\$0.00		\$0.00
<b>Operations SubTotal</b>	<b>\$966,803.00</b>	<b>\$989,016.00</b>	<b>\$1,013,741.00</b>		<b>\$2,969,560.00</b>
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<b>Direct Assistance SubTotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Capital Outlay Amount</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Total</b>	<b>\$1,575,773.00</b>	<b>\$1,612,016.00</b>	<b>\$1,652,316.00</b>		<b>\$4,840,105.00</b>
<i>Total Period Percentage</i>	32.56	33.31	34.14		

**Detailed Budget Narrative**

<b>Salaries plus Benefits</b>	Salaries, benefits, retirement, and payroll taxes for programmatic and administrative staff related to the Ready Families Collaborative program.
<b>General Op Expenses</b>	Telephone, Cell Phone, Occupancy Costs, Internet, Postage, Office, Program, and Janitorial Supplies, Agency Vehicle Usage, Equipment Rental, Criminal Background Checks, Annual Audit and 990 preparation, Contract IT services, accounting software maintenance and service, database subscription and consultation, Parents as Teachers affiliation fees, bank account analysis fees, Insurance including General Liability, Nonprofit Umbrella, Directors and Officers, Auto, Employee Theft and Dishonesty
<b>Program Subgrantees</b>	Includes direct service/support staff salaries, benefits, retirement, and payroll tax expenses; general operating expenses, and direct client assistance costs incurred by partner agencies
<b>Staff Travel</b>	N/A
<b>Conferences</b>	N/A
<b>Food and Beverage</b>	N/A
<b>Financial Assistance</b>	N/A
<b>Other Assistance</b>	N/A
<b>Capital Outlay</b>	N/A

**Program Subgrantees**

	<b>Period</b>			<b>Contract Term</b>
	<b>1</b>	<b>2</b>	<b>3</b>	
<b>Start Date</b>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<b>End Date</b>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

Communities in Schools of Central Texas

<b>Unduplicated Count</b>	75	75	75	225
<b>Amount</b>	\$300,000.00	\$306,900.00	\$314,572.00	\$921,472.00

**Length of Term****Start Date** 10/1/2015**End Date** 9/30/2018**Services to be subcontracted**

Comprehensive dual generation family literacy programming; PAT home visiting; Incredible Years group parenting classes

**Program Subgrantees**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

AVANCE-Austin

<b>Unduplicated Count</b>	30	30	30	90
<b>Amount</b>	\$148,751.00	\$152,172.00	\$155,976.00	\$456,899.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Parenting and Early Education classes; home-visitation and case management; transportation and food for clients



**Program Subgrantees**

	<b>Period</b>			<b>Contract Term</b>
	<b>1</b>	<b>2</b>	<b>3</b>	
<b>Start Date</b>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<b>End Date</b>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

Camp Fire USA Balcones Council

<b>Unduplicated Count</b>	62	62	62	186
<b>Amount</b>	\$64,200.00	\$65,676.00	\$67,319.00	\$197,195.00

**Length of Term****Start Date** 10/1/2015**End Date** 9/30/2018**Services to be subcontracted**

Camp Fire Play to Learn; 2 Generation parenting program

**Program Subgrantees**

	<b>Period</b>			<b>Contract Term</b>
	<b>1</b>	<b>2</b>	<b>3</b>	
<b>Start Date</b>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<b>End Date</b>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

YMCA of Austin

<b>Unduplicated Count</b>	50	50	65	165
<b>Amount</b>	\$90,832.00	\$98,036.00	\$100,487.00	\$289,355.00

**Length of Term****Start Date** 10/1/2015**End Date** 9/30/2018**Services to be subcontracted**

YMCA of Austin Play to Learn program

**Program Subgrantees**

	<b>Period</b>			<b>Contract Term</b>
	<b>1</b>	<b>2</b>	<b>3</b>	
<b>Start Date</b>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<b>End Date</b>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

Jeremiah Program

<b>Unduplicated Count</b>	3	3	3	9
<b>Amount</b>	\$50,000.00	\$51,150.00	\$52,429.00	\$153,579.00

**Length of Term****Start Date** 10/1/2015**End Date** 9/30/2018**Services to be subcontracted**

Early childhood education; Residential assistance; Career development and life skills training

**Program Subgrantees**

	<b>Period</b>			<b>Contract Term</b>
	<b>1</b>	<b>2</b>	<b>3</b>	
<b>Start Date</b>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<b>End Date</b>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

Literacy Coalition of Central Texas

<b>Unduplicated Count</b>	105	105	105	315
<b>Amount</b>	\$90,201.00	\$92,275.00	\$94,581.00	\$277,057.00

**Length of Term****Start Date** 10/1/2015**End Date** 9/30/2018**Services to be subcontracted**

Playing and Learning Strategies (PALS) program



**Program Subgrantees**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

Capital of Texas Public Telecommunications Council-dba KLRU

<i>Unduplicated Count</i>	105	105	120	330
<i>Amount</i>	\$65,652.00	\$61,832.00	\$63,378.00	\$190,862.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Play to Learn workshop series

**Program Subgrantees**

	<b>Period</b>			<b>Contract Term</b>
	<b>1</b>	<b>2</b>	<b>3</b>	
<b>Start Date</b>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<b>End Date</b>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subgrantee's Information****Name**

The SAFE Alliance

<b>Unduplicated Count</b>	18	18	27	63
<b>Amount</b>	\$79,500.00	\$81,329.00	\$83,362.00	\$244,191.00

**Length of Term****Start Date** 10/1/2015**End Date** 9/30/2018**Services to be subcontracted**

Early childhood services and family support; parent education; crisis intervention; mental health and other support services



Amendment No. 2  
to  
Contract No. NG150000011  
for  
Social Services  
between  
**ANY BABY CAN OF AUSTIN, INC.**  
and the  
**CITY OF AUSTIN**

- 1.0 The City of Austin and the Contractor hereby agree to the contract revisions listed below.
- 2.0 The total amount for this Amendment to the Agreement is **Seventy Two Thousand Four Hundred Eighty Six dollars (\$72,486)**. The total Agreement amount is recapped below:

Term	Contract Change Amount	Total Contract Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 4,459,737
Amendment No. 1: Add funds to Contract and modify Exhibits	\$ 267,582	\$ 4,727,319
Amendment No. 2: Add funds to Contract and modify Exhibits	\$ 72,486	\$ 4,799,805

- 3.0 The following changes have been made to the original contract EXHIBITS:

**Exhibit B.1 -- Program Budget and Narrative** is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 2/22/2017]

**Exhibit B.2 -- Program Subcontractors** is deleted in its entirety and replaced with a new **Exhibit B.2 -- Program Subcontractors**. [Revised 2/22/2017]

**Exhibit E – Business Associate Agreement** is added to the Agreement.

- 4.0 The following Terms and Conditions have been MODIFIED:

Section 1.2 **Responsibilities of the Grantee**. The Grantee shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Agreement Exhibits. The Grantee shall assure that all Agreement provisions are met by any Subgrantee performing services for the Grantee.

Section 4.1 **Agreement Amount**. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Agreement, the maximum amount payable by the City under this Agreement for the initial 37 month term shall not exceed the amount approved by City Council,

which is **\$4,799,805 (Four Million Seven Hundred Ninety Nine Thousand Eight Hundred and Five dollars)**, and **\$1,612,016 (One Million Six Hundred Twelve Thousand and Sixteen dollars)** per 12 month extension option, for a total Agreement amount of \$9,635,853. Continuation of the Agreement beyond the initial 37 months is specifically contingent upon the availability and allocation of funding, and authorization by City Council.

Section 4.1.1.2 Transfers between or among the approved budget categories in excess of 10% or more than \$50,000 will require the City Agreement Manager's approval, and must meet all of the conditions outlined in Section 4.1.1.1 (ii) and (iii) above.

- i. The Grantee must submit a Budget Revision Form to the City prior to the submission of the Grantee's first monthly billing to the City following the transfer.

Section 4.1.2 Payment to the Grantee shall be made in the following increments:

4.1.2.2 For the Program Period of 10/1/2016 through 9/30/2017, the payment from the City to the Grantee shall not exceed \$1,612,016 (*One Million Six Hundred Twelve Thousand and Sixteen dollars*);

4.1.2.3 For the Program Period of 10/1/2017 through 9/30/2018, the payment from the City to the Grantee shall not exceed \$1,612,016 (*One Million Six Hundred Twelve Thousand and Sixteen dollars*).

Section 4.3.1 All requests accepted and approved for payment by the City will be paid within 30 calendar days of the City's receipt of the deliverables or of the invoice, whichever is later. Requests for payment received without the information required in Section 4.2 cannot be processed, will be returned to the Grantee, and City will make no payment in connection with such request.

Section 4.4 **Non-Appropriation.** The awarding or continuation of this Agreement is dependent upon the availability of funding and authorization by Council. The City's payment obligations are payable only and solely from funds appropriated and available for this Agreement. The absence of appropriated or other lawfully available funds shall render the Agreement null and void to the extent funds are not appropriated or available and any deliverables delivered but unpaid shall be returned to the Grantee. The City shall provide the Grantee written notice of the failure of the City to make an adequate appropriation for any fiscal year to pay the amounts due under the Agreement, or the reduction of any appropriation to an amount insufficient to permit the City to pay its obligations under the Agreement. In the event of non- or inadequate appropriation of funds, there will be no penalty or removal fees charged to the City.

Section 4.7.1 The City agrees to pay Grantee for services rendered under this Agreement and to reimburse Grantee for actual, eligible expenses incurred and paid in accordance with all terms and conditions of this Agreement. The City shall not be liable to Grantee for any costs incurred by Grantee which are not reimbursable as set forth in Section 4.8.

Section 4.7.4 The City shall not be liable to Grantee for any costs which have been paid under other agreements or from other funds. In addition, the City shall not be liable for any costs incurred by Grantee which were: a) incurred prior to the effective date of this Agreement or outside the Agreement period as referenced in Sections 4.1.2 and 4.8.1., or b) not billed to the City within 5 business days before the due date for the Grantee's annual Contract Progress Report or Contract Closeout Summary Report, whichever is applicable.

Section 4.7.6 Grantee shall deposit and maintain all funds received under this Agreement in either a separate numbered bank account or a general operating account, either of which shall be supported with the maintenance of a separate accounting with a specific chart which reflects specific revenues and expenditures for the monies received under this Agreement. The Grantee's



accounting system must identify the specific expenditures, or portions of expenditures, against which funds under this Agreement are disbursed. Grantee must be able to produce an accounting system-generated report of exact expenses or portions of expenses charged to the City for any given time period.

Section 4.8.1 Reimbursement Only. Expenses and/or expenditures shall be considered reimbursable only if incurred during the current Program Period identified in Section 4.1.2, directly and specifically in the performance of this Agreement, and in conformance with the Agreement Exhibits. Grantee agrees that, unless otherwise specifically provided for in this Agreement, payment by the City under the terms of this Agreement is made on a reimbursement basis only; Grantee must have incurred and paid costs prior to those costs being invoiced and considered allowable under this Agreement and subject to payment by the City. Expenses incurred during the Program Period may be paid up to 30 days after the end of the Program Period and included in the Final Payment Request for the Program Period, which shall be due no later than 5 p.m. CST 5 business days before the due date for the Grantee's annual Contract Progress Report or Contract Closeout Summary Report, whichever is applicable.

Section 4.8.3 The City's prior written authorization is required in order for the following to be considered allowable costs. Inclusion in the budget within this Agreement constitutes "written authorization." The item shall be specifically identified in the budget. The City shall have the authority to make the final determination as to whether an expense is an allowable cost.

1. Alteration, construction, or relocation of facilities
2. Cash payments, including cash equivalent gift cards such as Visa, MasterCard and American Express
3. Equipment and other capital expenditures.
4. Interest, other than mortgage interest as part of a pre-approved budget under this Agreement
5. Organization costs (costs in connection with the establishment or reorganization of an organization)
6. Purchases of tangible, nonexpendable property, including fax machines, stereo systems, cameras, video recorder/players, microcomputers, software, printers, microscopes, oscilloscopes, centrifuges, balances and incubator, or any other item having a useful life of more than one year and an acquisition cost, including freight, of over \$5,000
7. Selling and marketing
8. Travel/training outside Travis County

Section 4.8.4 The following types of expenses are specifically **not allowable** with City funds under this Agreement. The City shall have the authority to make the final determination as to whether an expense is an allowable cost.

1. Alcoholic beverages
2. Bad debts
3. Compensation of trustees, directors, officers, or advisory board members, other than those acting in an executive capacity
4. Contingency provisions (funds). (Self-insurance reserves and pension funds are allowable.)
5. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
6. Deferred costs
7. Depreciation
8. Donations and contributions including donated goods or space
9. Entertainment costs, other than expenses related to client incentives
10. Fines and penalties (including late fees)
11. Fundraising and development costs
12. Goods or services for officers' or employees' personal use

13. Housing and personal living expenses for organization's officers or employees
14. Idle facilities and idle capacity
15. Litigation-related expenses (including personnel costs) in action(s) naming the City as a Defendant
16. Lobbying or other expenses related to political activity
17. Losses on other agreements or casualty losses
18. Public relations costs, except reasonable, pre-approved advertising costs related directly to services provided under this Agreement
19. Taxes, other than payroll and other personnel-related levies
20. Travel outside of the United States of America

Section 4.9.5 Grantee shall provide the City with a copy of the completed Administrative and Fiscal Review (AFR) using the forms shown at <http://www.ctkodm.com/austin/>, and required AFR Attachments, including a copy of the Grantee's completed Internal Revenue Service Form 990 or 990EZ (Return of Organization Exempt from Income Tax) if applicable, for each calendar year to be due in conjunction with submission of the Grantee's annual financial audit report or financial review report as outlined in Section 4.12.4. If Grantee filed a Form 990 or Form 990EZ extension request, Grantee shall provide the City with a copy of that application of extension of time to file (IRS Form 2758) within 30 days of filing said form(s), and a copy of the final IRS Form 990 document(s) immediately upon completion.

Section 4.10.1 Grantee shall maintain written policies and procedures approved by its governing body and shall make copies of all policies and procedures available to the City upon request. At a minimum, written policies shall exist in the following areas: Financial Management; Subcontracting and/or Procurement; Equal Employment Opportunity; Personnel and Personnel Grievance; Nepotism; Non-Discrimination of Clients; Client Grievance; Drug Free Workplace; the Americans with Disabilities Act; Conflict of Interest; Whistleblower; and Criminal Background Checks.

Section 4.11.2 The City expressly reserves the right to monitor client-level data related to services provided under this Agreement. If the Grantee asserts that client-level data is legally protected from disclosure to the City, a specific and valid legal reference to this assertion must be provided and is subject to acceptance by the City's Law Department.

Section 4.11.3 Grantee shall provide the City with copies of all evaluation or monitoring reports received from other funding sources during the Agreement Term upon request following the receipt of the final report.

Section 4.12.2 If Grantee is not subject to the Single Audit Act, and expends \$750,000 or more during the Grantee's fiscal year, then Grantee shall have a full financial audit performed in accordance with Generally Accepted Auditing Standards (GAAS). If less than \$750,000 is expended, then a financial review is acceptable, pursuant to the requirements of this Agreement.

Section 4.12.4 Grantee must submit 1 Board-approved, bound hard copy of a complete financial audit report or financial review report, to include the original auditor Opinion Letter/Independent Auditor's Report within 270 calendar days of the end of Grantee's fiscal year, unless alternative arrangements are approved in writing by the City. The financial audit report or financial review report must include the Management Letter/Internal Controls Letter, if one was issued by the auditor. Grantee may not submit electronic copies of financial audit reports or financial review reports to the City. Financial audit reports or financial review reports must be provided in hard copy, and either mailed or hand-delivered to the City.

Section 4.12.6 The City will contact the Board Chair to verify that the auditor presented the financial audit report/financial review report to the Grantee's Board of Directors or a committee of the Board.



- i. Grantee's Board Chair must submit a signed and dated copy of the APH Board Certification form to the City as verification.

A signed and dated copy of the APH Board Certification form will be due to the City with the financial audit report/financial review report. The City will deem the financial audit report/financial review report incomplete if the Grantee fails to submit the Board Certification form, as required by this Section.

**Section 8.6 Business Continuity.** Grantee warrants that it has adopted a business continuity plan that describes how Grantee will continue to provide services in the event of an emergency or other unforeseen event, and agrees to maintain the plan on file for review by the City. Grantee shall provide a copy of the plan to the City's Agreement Manager upon request at any time during the term of this Agreement, and the requested information regarding the Business Continuity Plan shall appear in the annual Administrative and Fiscal Review document.

Section 8.21.1.4 require that all Subgrantees obtain and maintain, throughout the term of their Subagreement, insurance in the type required by this Agreement, and in amounts appropriate for the amount of the Subagreement, with the City being a named insured as its interest shall appear;

**5.0** The following Terms and Conditions have been ADDED to the Agreement:

Section 4.3.3.8 identification of previously reimbursed expenses determined to be unallowable after payment was made.

Section 4.10.2 Grantee shall provide the City with copies of revised Articles of Incorporation and Doing Business As (DBA) certificates (if applicable) within 14 calendar days of receipt of the notice of filing by the Secretary of State's office. Grantee shall provide the City with copies of revised By-Laws within 14 calendar days of their approval by the Grantee's governing body.

Section 8.6.1 Grantee agrees to participate in the City's Emergency Preparedness and Response Plan and other disaster planning processes. Grantee participation includes assisting the City to provide disaster response and recovery assistance to individuals and families impacted by manmade or natural disasters.

Section 8.21.1.6 maintain and make available to the City, upon request, Certificates of Insurance for all Subgrantees.

**Section 8.27 Public Information Act.** Grantee acknowledges that the City is required to comply with Chapter 552 of the Texas Government Code (Public Information Act). Under the Public Information Act, this Agreement and all related information within the City's possession or to which the City has access are presumed to be public and will be released unless the information is subject to an exception described in the Public Information Act.

**Section 8.28 HIPAA Standards.** As applicable, Grantee and Subgrantees are required to develop and maintain administrative safeguards to ensure the confidentiality of all protected client information, for both electronic and non-electronic records, as established in the Health Insurance Portability and Accountability Act (HIPAA) Standards CFR 160 and 164, and to comply with all other applicable federal, state, and local laws and policies applicable to the confidentiality of protected client information. Grantee must maintain HIPAA-compliant Business Associate agreements with each entity with which it may share any protected client information.

**8.28.1 Business Associate Agreement.** If performance of this Agreement involves the use or disclosure of Protected Health Information (PHI), as that term is defined in 45 C.F.R. §



160.103, then Grantee acknowledges and agrees to comply with the terms and conditions contained in the Business Associate Agreement, attached as Exhibit E.

**Section 8.29 Political and Sectarian Activity.** No portion of the funds received by the Grantee under this Agreement shall be used for any political activity (including, but not limited to, any activity to further the election or defeat of any candidate for public office) or any activity undertaken to influence the passage, defeat, or final content of legislation; or for any sectarian or religious purposes.

**Section 8.30 Culturally and Linguistically Appropriate Standards (CLAS).** The City is committed to providing effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, health literacy, and other communication needs. This commitment applies to services provided directly by the City as well as services provided through its Grantees. Grantee and its Subgrantees agree to implement processes and services in a manner that is culturally and linguistically appropriate and competent. Guidance on adopting such standards and practices are available at the U.S. Department of Health and Human Services Office of Minority Health's website at: <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=1&lvlid=6>.

In some instances, failure to provide language assistance services may have the effect of discriminating against persons on the basis of their natural origin. Guidelines for serving individuals with Limited English Proficiency (LEP) are available at <https://www.lep.gov/faqs/faqs.html>.

6.0 MBE/WBE goals were not established for this Contract.

7.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Contract.

8.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

9.0 All other Contract terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced contract.

**CONTRACTOR**

Signature: \_\_\_\_\_

ANY BABY CAN OF AUSTIN, INC.  
Andy Miller, Executive Director  
6207 Sheridan Ave.  
Austin, TX 78723

Date: 5/2/17

**CITY OF AUSTIN**

Signature: \_\_\_\_\_

City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date: 6/22/17

**Program Budget and Narrative**

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	9/1/2015	10/1/2016	10/1/2017		
<i>Period End Date</i>	9/30/2016	9/30/2017	9/30/2018	<i>Total</i>	
<i>Salary plus Benefits</i>	\$608,970.00	\$623,000.00	\$623,000.00		\$1,854,970.00
<i>General Operations Expenses</i>	\$77,667.00	\$79,646.00	\$79,646.00		\$236,959.00
<i>Program Subcontractors</i>	\$889,136.00	\$909,370.00	\$909,370.00		\$2,707,876.00
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Conferences</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Operations SubTotal</i>	\$966,803.00	\$989,016.00	\$989,016.00		\$2,944,835.00
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Direct Assistance SubTotal</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Capital Outlay Amount</i>	\$0.00	\$0.00	\$0.00		\$0.00
<i>Total</i>	\$1,575,773.00	\$1,612,016.00	\$1,612,016.00		\$4,799,805.00
		0	0		
<i>Total Period Percentage</i>	32.83	33.59	33.59		

**Detailed Budget Narrative**

<i>Salaries plus Benefits</i>	<i>Salaries, benefits, retirement, and payroll taxes</i>
<i>General Op Expenses</i>	<i>Telephone, Cell Phone, Occupancy Costs, Internet, Postage, Office, Program, and Janitorial Supplies, Agency Vehicle Usage, Equipment Rental, Criminal Background Checks, Annual Audit and 990 preparation, Contract IT services, accounting software maintenance and service, database subscription and consultation, Parents as Teachers affiliation fees, Insurance including General Liability, Nonprofit Umbrella, Directors and Officers, Auto, Employee Theft and Dishonesty</i>
<i>Program Subcontractors</i>	<i>Includes direct service/support staff salaries, benefits, retirement, and payroll tax expenses; general operating expenses; and direct client assistance costs incurred by partner agencies.</i>
<i>Staff Travel</i>	<i>N/A</i>
<i>Conferences</i>	<i>N/A</i>
<i>Food and Beverage</i>	<i>N/A</i>
<i>Financial Assistance</i>	<i>N/A</i>
<i>Other Assistance</i>	<i>N/A</i>
<i>Capital Outlay</i>	<i>N/A</i>

**Program Subcontractors**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Communities in Schools of Central Texas

<i>Unduplicated Count</i>	75	75	75	225
<i>Amount</i>	\$300,000.00	\$306,900.00	\$306,900.00	\$913,800.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Comprehensive dual generation family literacy programming; PAT home visiting; Incredible Years group parenting classes

**Program Subcontractors**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

AVANCE-Austin

<i>Unduplicated Count</i>	30	30	30	90
<i>Amount</i>	\$148,751.00	\$152,172.00	\$152,172.00	\$453,095.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Parenting and Early Education classes; home-visitation and case management; transportation

**Program Subcontractors**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Camp Fire USA Balcones Council

<i>Unduplicated Count</i>	62	62	62	186
<i>Amount</i>	\$64,200.00	\$65,676.00	\$65,676.00	\$195,552.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Camp Fire Play to Learn; 2 Generation parenting program

**Program Subcontractors**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

YMCA of Austin

<i>Unduplicated Count</i>	50	50	50	150
<i>Amount</i>	\$90,832.00	\$98,036.00	\$98,036.00	\$286,904.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

YMCA of Austin Play to Learn program

**Program Subcontractors**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Jeremiah Program

<i>Unduplicated Count</i>	3	3	3	9
<i>Amount</i>	\$50,000.00	\$51,150.00	\$51,150.00	\$152,300.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Early childhood education; Residential assistance; Career development and life skills training



**Program Subcontractors**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Literacy Coalition of Central Texas

<i>Unduplicated Count</i>	105	105	105	315
<i>Amount</i>	\$90,201.00	\$92,275.00	\$92,275.00	\$274,751.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Playing and Learning Strategies (PALS) program

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Capital of Texas Public Telecommunications Council-dba KLRU

<i>Unduplicated Count</i>	105	105	105	315
<i>Amount</i>	\$65,652.00	\$61,832.00	\$61,832.00	\$189,316.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Play to Learn workshop series

**Program Subcontractors**


---

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

The Safe Alliance

<i>Unduplicated Count</i>	18	18	18	54
<i>Amount</i>	\$79,500.00	\$81,329.00	\$81,329.00	\$242,158.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Early childhood services and family support; parent education; crisis intervention; mental health and other support services

## BUSINESS ASSOCIATE AGREEMENT PROVISIONS

This Business Associate Agreement (the "Agreement"), is made by and between the Grantee (Business Associate) and the City (Covered Entity) (collectively the "Parties") to comply with privacy standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160 and 164 ("the Privacy Rule") and security standards adopted by the U.S. Department of Health and Human Services as they may be amended from time to time, 45 C.F.R. parts 160, 162 and 164, subpart C ("the Security Rule"), and the Health Information Technology for Economic and Clinical Health (HITECH) Act, Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 and regulations promulgated there under and any applicable state confidentiality laws.

### RECITALS

WHEREAS, Business Associate provides services outlined in Exhibit A.1 to or on behalf of Covered Entity;

WHEREAS, in connection with these services, Covered Entity discloses to Business Associate certain protected health information that is subject to protection under the HIPAA Rules; and

WHEREAS, the HIPAA Rules require that Covered Entity receive adequate assurances that Business Associate will comply with certain obligations with respect to the PHI received, maintained, or transmitted in the course of providing services to or on behalf of Covered Entity.

NOW THEREFORE, in consideration of the mutual promises and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

A. Definitions. Terms used herein, but not otherwise defined, shall have meaning ascribed by the Privacy Rule and the Security Rule.

1. Breach. "Breach" shall have the same meaning as the term "breach" in 45 C.F.R. §164.502.
2. Business Associate. "Business Associate" shall have the same meaning as the term "business associate" in 45 C.F.R. §160.103 and in reference to the party to this agreement, shall mean Grantee.
3. Covered Entity. "Covered Entity" shall have the same meaning as the term "covered entity" in 45 C.F.R. §160.103 and in reference to the party to this agreement shall mean The City of Austin.
4. Designated Record Set. "Designated Record Set" shall mean a group of records maintained by or for a Covered Entity that is: (i) the medical records and billing records about Individuals maintained by or for a covered health care provider; (ii) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the covered entity to make decisions about Individuals. For purposes of

this definition, the term "record" means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.

5. HIPAA Rules. The Privacy Rule and the Security Rule and amendments codified and promulgated by the HITECH Act are referred to collectively herein as "HIPAA Rules."
  6. Individual. "Individual" shall mean the person who is the subject of the protected health information.
  7. Incident. "Incident" means a potential or attempted unauthorized access, use, disclosure, modification, loss or destruction of PHI, which has the potential for jeopardizing the confidentiality, integrity or availability of the PHI.
  8. Protected Health Information ("PHI"). "Protected Health Information" or PHI shall have the same meaning as the term "protected health information" in 45 C.F.R. §160.103, limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of covered entity pursuant to this Agreement.
  9. Required by Law. "Required by Law" shall mean a mandate contained in law that compels a use or disclosure of PHI.
  10. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her Designee.
  11. Sensitive Personal Information. "Sensitive Personal Information" shall mean an individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: a) social security number; driver's license number or government-issued identification number; or account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or b) information that identifies an individual and relates to: the physical or mental health or condition of the individual; the provision of health care to the individual; or payment for the provision of health care to the individual.
  12. Subcontractor. "subcontractor" shall have the same meaning as the term "subcontractor" in 45 C.F.R. §160.103.
  13. Unsecured PHI. "Unsecured PHI" shall mean PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in the guidance issued under section 13402(h)(2) of Public Law 111-5.
- B. Purposes for which PHI May Be Disclosed to Business Associate. In connection with the services provided by Business Associate to or on behalf of Covered Entity described in this

Agreement, Covered Entity may disclose PHI to Business Associate for the purposes of providing a social service.

C. Obligations of Covered Entity. If deemed applicable by Covered Entity, Covered Entity shall:

1. provide Business Associate a copy of its Notice of Privacy Practices ("Notice") produced by Covered Entity in accordance with 45 C.F.R. 164.520 as well as any changes to such Notice;
2. provide Business Associate with any changes in, or revocation of, authorizations by Individuals relating to the use and/or disclosure of PHI, if such changes affect Business Associate's permitted or required uses and/or disclosures;
3. notify Business Associate of any restriction to the use and/or disclosure of PHI to which Covered Entity has agreed in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI;
4. not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Covered entity;
5. notify Business Associate of any amendment to PHI to which Covered Entity has agreed that affects a Designated Record Set maintained by Business Associate;
6. if Business Associate maintains a Designated Record Set, provide Business Associate with a copy of its policies and procedures related to an Individual's right to: access PHI; request an amendment to PHI; request confidential communications of PHI; or request an accounting of disclosures of PHI; and,
7. direct, review and control notification made by the Business Associate of individuals of breach of their Unsecured PHI in accordance with the requirements set forth in 45 C.F.R. §164.404.

D. Obligations of Business Associate. Business Associate agrees to comply with applicable federal and state confidentiality and security laws, specifically the provisions of the HIPAA Rules applicable to business associates, including:

1. Use and Disclosure of PHI. Except as otherwise permitted by this Agreement or applicable law, Business Associate shall not use or disclose PHI except as necessary to provide Services described above to or on behalf of Covered Entity, and shall not use or disclose PHI that would violate the HIPAA Rules if used or disclosed by Covered Entity. Also, knowing that there are certain restrictions on disclosure of PHI. Provided, however, Business Associate may use and disclose PHI as necessary for the proper management and administration of Business Associate, or to carry out its legal responsibilities. Business Associate shall in such cases:

- (a) provide information and training to members of its workforce using or disclosing PHI regarding the confidentiality requirements of the HIPAA Rules and this Agreement;
  - (b) obtain reasonable assurances from the person or entity to whom the PHI is disclosed that: (a) the PHI will be held confidential and further used and disclosed only as Required by Law or for the purpose for which it was disclosed to the person or entity; and (b) the person or entity will notify Business Associate of any instances of which it is aware in which confidentiality of the PHI has been breached; and
  - (c) agree to notify the designated Privacy Officer of Covered Entity of any instances of which it is aware in which the PHI is used or disclosed for a purpose that is not otherwise provided for in this Agreement or for a purpose not expressly permitted by the HIPAA Rules.
- 2. Data Aggregation. In the event that Business Associate works for more than one Covered Entity, Business Associate is permitted to use and disclose PHI for data aggregation purposes, however, only in order to analyze data for permitted health care operations, and only to the extent that such use is permitted under the HIPAA Rules.
- 3. De-identified Information. Business Associate may use and disclose de-identified health information if written approval from the Covered Entity is obtained, and the PHI is de-identified in compliance with the HIPAA Rules. Moreover, Business Associate shall review and comply with the requirements defined under Section E. of this Agreement.
- 4. Safeguards.
  - (a) Business Associate shall maintain appropriate safeguards to ensure that PHI is not used or disclosed other than as provided by this Agreement or as Required by Law. Business Associate shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of any paper or electronic PHI it creates, receives, maintains, or transmits on behalf of Covered Entity.
  - (b) Business Associate shall assure that all PHI be secured when accessed by Business Associate's employees, agents or subcontractor. Any access to PHI by Business Associate's employees, agents or subcontractors shall be limited to legitimate business needs while working with PHI. Any personnel changes by Business Associate, eliminating the legitimate business needs for employees, agents or contractors access to PHI – either by revision of duties or termination – shall be immediately reported to Covered Entity. Such reporting shall be made no later than the third business day after the personnel change becomes effective.



5. Minimum Necessary. Business Associate shall ensure that all uses and disclosures of PHI are subject to the principle of "minimum necessary use and disclosure," i.e., that only PHI that is the minimum necessary to accomplish the intended purpose of the use, disclosure, or request is used or disclosed; and, the use of limited data sets when possible.
6. Disclosure to Agents and Subcontractors. If Business Associate discloses PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, to agents, including a subcontractor, Business Associate shall require the agent or subcontractor to agree to the same restrictions and conditions as apply to Business Associate under this Agreement. Business Associate shall ensure that any agent, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, receives, maintains, or transmits on behalf of the Covered Entity. Business Associate shall be liable to Covered Entity for any acts, failures or omissions of the agent or subcontractor in providing the services as if they were Business Associate's own acts, failures or omissions, to the extent permitted by law. Business Associate further expressly warrants that its agents or subcontractors will be specifically advised of, and will comply in all respects with, the terms of this Agreement.
7. Individual Rights Regarding Designated Record Sets. If Business Associate maintains a Designated Record Set on behalf of Covered Entity Business Associate agrees as follows:
  - (a) Individual Right to Copy or Inspection. Business Associate agrees that if it maintains a Designated Record Set for Covered Entity that is not maintained by Covered Entity, it will permit an Individual to inspect or copy PHI about the Individual in that set as directed by Covered Entity to meet the requirements of 45 C.F.R. § 164.524. If the PHI is in electronic format, the Individual shall have a right to obtain a copy of such information in electronic format and, if the Individual chooses, to direct that an electronic copy be transmitted directly to an entity or person designated by the individual in accordance with HITECH section 13405 (c). Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible, but not later than 30 days following receipt of the request. Business Associate agrees to make reasonable efforts to assist Covered Entity in meeting this deadline. The information shall be provided in the form or format requested if it is readily producible in such form or format; or in summary, if the Individual has agreed in advance to accept the information in summary form. A reasonable, cost-based fee for copying health information may be charged. If Covered Entity maintains the requested records, Covered Entity, rather than Business Associate shall permit access according to its policies and procedures implementing the Privacy Rule.

- (b) Individual Right to Amendment. Business Associate agrees, if it maintains PHI in a Designated Record Set, to make amendments to PHI at the request and direction of Covered Entity pursuant to 45 C.F.R. §164.526. If Business Associate maintains a record in a Designated Record Set that is not also maintained by Covered Entity, Business Associate agrees that it will accommodate an Individual's request to amend PHI only in conjunction with a determination by Covered Entity that the amendment is appropriate according to 45 C.F.R. §164.526.
  - (c) Accounting of Disclosures. Business Associate agrees to maintain documentation of the information required to provide an accounting of disclosures of PHI, whether PHI is paper or electronic format, in accordance with 45 C.F.R. §164.528 and HITECH Sub Title D Title VI Section 13405 (c), and to make this information available to Covered Entity upon Covered Entity's request, in order to allow Covered Entity to respond to an Individual's request for accounting of disclosures. Under the Privacy Rule, Covered Entity is required to take action on such requests as soon as possible but not later than 60 days following receipt of the request. Business Associate agrees to use its best efforts to assist Covered Entity in meeting this deadline but not later than 45 days following receipt of the request. Such accounting must be provided without cost to the individual or Covered Entity if it is the first accounting requested by an individual within any 12 month period; however, a reasonable, cost-based fee may be charged for subsequent accountings if Business Associate informs the individual in advance of the fee and is afforded an opportunity to withdraw or modify the request. Such accounting is limited to disclosures that were made in the six (6) years prior to the request (not including disclosures prior to the compliance date of the Privacy Rule) and shall be provided for as long as Business Associate maintains the PHI.
8. Internal Practices, Policies and Procedures. Except as otherwise specified herein, Business Associate shall make available its internal practices, books, records, policies and procedures relating to the use and disclosure of PHI, received from or on behalf of Covered Entity to the Secretary or his or her agents for the purpose of determining Covered Entity's compliance with the HIPAA Rules, or any other health oversight agency, or to Covered Entity. Records requested that are not protected by an applicable legal privilege will be made available in the time and manner specified by Covered Entity or the Secretary.
9. Notice of Privacy Practices. Business Associate shall abide by the limitations of Covered Entity's Notice of which it has knowledge. Any use or disclosure permitted by this Agreement may be amended by changes to Covered Entity's Notice; provided, however, that the amended Notice shall not affect permitted uses and disclosures on which Business Associate relied prior to receiving notice of such amended Notice.

10. Withdrawal of Authorization. If the use or disclosure of PHI in this Agreement is based upon an Individual's specific authorization for the use or disclosure of his or her PHI, and the Individual revokes such authorization, the effective date of such authorization has expired, or such authorization is found to be defective in any manner that renders it invalid, Business Associate shall, if it has notice of such revocation, expiration, or invalidity, cease the use and disclosure of the Individual's PHI except to the extent it has relied on such use or disclosure, or if an exception under the Privacy Rule expressly applies.
11. Knowledge of HIPAA Rules. Business Associate agrees to review and understand the HIPAA Rules as it applies to Business Associate, and to comply with the applicable requirements of the HIPAA Rule, as well as any applicable amendments.
12. Information Incident Notification for PHI. Business Associate will report any successful Incident of which it becomes aware and at the request of the Covered Entity, will identify: the date of the Incident, scope of Incident, Business Associate's response to the Incident, and the identification of the party responsible for causing the Incident.
13. Information Breach Notification for PHI. Business Associate expressly recognizes that Covered Entity has certain reporting and disclosure obligations to the Secretary and the Individual in case of a security breach of unsecured PHI. Where Business Associate accesses, maintains, retains, modifies, records, stores, destroys, or otherwise holds, uses or discloses unsecured paper or electronic PHI, Business Associate immediately following the "discovery" (within the meaning of 45 C.F.R. §164.410(a)) of a breach of such information, shall notify Covered Entity of such breach. Initial notification of the breach does not need to be in compliance with 45 C.F.R. §164.404(c); however, Business Associate must provide Covered Entity with all information necessary for Covered Entity to comply with 45 C.F.R. §164.404(c) without reasonable delay, and in no case later than **three** days following the discovery of the breach. Business Associate shall be liable for the costs associated with such breach if caused by the Business Associate's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Business Associate's agents, officers, employees or subcontractors.
14. Breach Notification to Individuals. Business Associate's duty to notify Covered Entity of any breach does not permit Business Associate to notify those individuals whose PHI has been breached by Business Associate without the express written permission of Covered Entity to do so. Any and all notification to those individuals whose PHI has been breached shall be made by the Business Associate under the direction, review and control of Covered Entity. The Business Associate will notify the Covered Entity via telephone with follow-up in writing to include; name of individuals whose PHI was breached, information breached, date of breach, form of breach, etc. The cost of the notification will be paid by the Business Associate.
15. Information Breach Notification for Other Sensitive Personal Information. In addition to the reporting under Section D.12, Business Associate shall notify

Covered Entity of any breach of computerized Sensitive Personal Information (as determined pursuant to Title 11, subtitle B, chapter 521, Subchapter A, Section 521.053, Texas Business & Commerce Code) to assure Covered Entity's compliance with the notification requirements of Title 11, Subtitle B, Chapter 521, Subchapter A, Section 521.053, Texas Business & Commerce Code. Accordingly, Business Associate shall be liable for all costs associated with any breach caused by Business Associate's negligent or willful acts or omissions, or those negligent or willful acts or omissions of Business Associate's agents, officers, employees or subcontractors.

E. Permitted Uses and Disclosures by Business Associates. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Business Associates Agreement or in a Master Services Agreement, provided that such use or disclosure would not violate the HIPAA Rules if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity. Also, Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with the HIPAA Rules.

1. Use. Business Associate will not, and will ensure that its directors, officers, employees, contractors and other agents do not, use PHI other than as permitted or required by Business Associate to perform the Services or as required by law, but in no event in any manner that would constitute a violation of the Privacy Standards or Security standards if used by Covered Entity.
2. Disclosure. Business Associate will not, and will ensure that its directors, officers, employees, contractors, and other agents do not, disclose PHI other than as permitted pursuant to this arrangement or as required by law, but in no event disclose PHI in any manner that would constitute a violation of the Privacy Standards or Security Standards if disclosed by Covered Entity.
3. Business Associate acknowledges and agrees that Covered Entity owns all right, title, and interest in and to all PHI, and that such right, title, and interest will be vested in Covered Entity. Neither Business Associate nor any of its employees, agents, consultants or assigns will have any rights in any of the PHI, except as expressly set forth above. Business Associate represents, warrants, and covenants that it will not compile and/or distribute analyses to third parties using any PHI without Covered Entity's express written consent.

F. Application of Security and Privacy Provisions to Business Associate.

1. Security Measures. Sections 164.308, 164.310, 164.312 and 164.316 of Title 45 of the Code of Federal Regulations dealing with the administrative, physical and technical safeguards as well as policies, procedures and documentation requirements that apply to Covered Entity shall in the same manner apply to Business Associate. Any additional security requirements contained in Sub Title D of Title IV of the HITECH Act that apply to Covered Entity shall also apply to Business Associate. Pursuant to

the foregoing requirements in this section, the Business Associate will implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the paper or electronic PHI that it creates, has access to, or transmits. Business Associate will also ensure that any agent, including a subcontractor, to whom it provides such information, agrees to implement reasonable and appropriate safeguards to protect such information. Business Associate will ensure that PHI contained in portable devices or removable media is encrypted.

2. Annual Guidance. For the first year beginning after the date of the enactment of the HITECH Act and annually thereafter, the Secretary shall annually issue guidance on the most effective and appropriate technical safeguards for use in carrying out the sections referred to in subsection (a) and the security standards in subpart C of part 164 of title 45, Code of Federal Regulations. Business Associate shall, at their own cost and effort, monitor the issuance of such guidance and comply accordingly.
3. Privacy Provisions. The enhanced HIPAA privacy requirements including but not necessarily limited to accounting for certain PHI disclosures for treatment, restrictions on the sale of PHI, restrictions on marketing and fundraising communications, payment and health care operations contained Subtitle D of the HITECH Act that apply to the Covered entity shall equally apply to the Business Associate.
4. Application of Civil and Criminal Penalties. If Business Associate violates any security or privacy provision specified in subparagraphs (1) and (2) above, sections 1176 and 1177 of the Social Security Act (42 U.S.C. 1320d-5, 1320d-6) shall apply to Business Associate with respect to such violation in the same manner that such sections apply to Covered Entity if it violates such provisions.

**G. Term and Termination.**

1. Term. This Agreement shall be effective as of the Effective Date and shall be terminated when all PHI provided to Business Associate by Covered Entity, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity.
2. Termination for Cause. Upon Covered entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
  - a. Provide an opportunity for Business Associate to cure the breach within 30 days of written notice of such breach or end the violation and terminate this Agreement, whether it is in the form of a stand alone agreement or an addendum to a Master Services Agreement, if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity; or
  - b. Immediately terminate this Agreement whether it is in the form of a stand alone agreement or an addendum to a Master Services Agreement if



Business associate has breached a material term of this Agreement and cure is not possible.

3. Effect of Termination. Upon termination of this Agreement for any reason, Business Associate agrees to return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity, maintained by Business Associate in any form. If Business Associate determines that the return or destruction of PHI is not feasible, Business Associate shall inform Covered Entity in writing of the reason thereof, and shall agree to extend the protections of this Agreement to such PHI and limit further uses and disclosures of the PHI to those purposes that make the return or destruction of the PHI not feasible for so long as Business Associate retains the PHI.

#### H. Miscellaneous.

1. Indemnification. To the extent permitted by law, Business Associate agrees to indemnify and hold harmless Covered Entity from and against all claims, demands, liabilities, judgments or causes of action of any nature for any relief, elements of recovery or damages recognized by law (including, without limitation, attorney's fees, defense costs, and equitable relief), for any damage or loss incurred by Covered Entity arising out of, resulting from, or attributable to any acts or omissions or other conduct of Business Associate or its agents in connection with the performance of Business Associate's or its agents' duties under this Agreement. This indemnity shall apply even if Covered Entity is alleged to be solely or jointly negligent or otherwise solely or jointly at fault; provided, however, that a trier of fact finds Covered Entity not to be solely or jointly negligent or otherwise solely or jointly at fault. This indemnity shall not be construed to limit Covered Entity's rights, if any, to common law indemnity.

Covered Entity shall have the option, at its sole discretion, to employ attorneys selected by it to defend any such action, the costs and expenses of which shall be the responsibility of Business Associate. Covered Entity shall provide Business Associate with timely notice of the existence of such proceedings and such information, documents and other cooperation as reasonably necessary to assist Business Associate in establishing a defense to such action.

These indemnities shall survive termination of this Agreement, and Covered Entity reserves the right, at its option and expense, to participate in the defense of any suit or proceeding through counsel of its own choosing.

2. Mitigation. If Business Associate violates this Agreement or either of the HIPAA Rules, Business Associate agrees to mitigate any damage caused by such breach.
3. Rights of Proprietary Information. Covered Entity retains any and all rights to the proprietary information, confidential information, and PHI it releases to Business Associate.
4. Survival. The respective rights and obligations of Business Associate under Section E.3 of this Agreement shall survive the termination of this Agreement.



5. Notices. Any notices pertaining to this Agreement shall be given in writing and shall be deemed duly given when personally delivered to a Party or a Party's authorized representative as listed in Section 8.7 of the agreement between the City and Grantee or sent by means of a reputable overnight carrier, or sent by means of certified mail, return receipt requested, postage prepaid. A notice sent by certified mail shall be deemed given on the date of receipt or refusal of receipt.
6. Amendments. This Agreement may not be changed or modified in any manner except by an instrument in writing signed by a duly authorized officer of each of the Parties hereto. The Parties, however, agree to amend this Agreement from time to time as necessary, in order to allow Covered Entity to comply with the requirements of the HIPAA Rules.
7. Choice of Law. This Agreement and the rights and the obligations of the Parties hereunder shall be governed by and construed under the laws of the State of Texas without regard to applicable conflict of laws principles.
8. Assignment of Rights and Delegation of Duties. This Agreement is binding upon and inures to the benefit of the Parties hereto and their respective successors and permitted assigns. However, neither Party may assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed. Notwithstanding any provisions to the contrary, however, Covered Entity retains the right to assign or delegate any of its rights or obligations hereunder to any of its wholly owned subsidiaries, affiliates or successor companies. Assignments made in violation of this provision are null and void.
9. Nature of Agreement. Nothing in this Agreement shall be construed to create (i) a partnership, joint venture or other joint business relationship between the Parties or any of their affiliates, (ii) any fiduciary duty owed by one Party to another Party or any of its affiliates, or (iii) a relationship of employer and employee between the Parties.
10. No Waiver. Failure or delay on the part of either Party to exercise any right, power, privilege or remedy hereunder shall not constitute a waiver thereof. No provision of this Agreement may be waived by either Party except by a writing signed by an authorized representative of the Party making the waiver.
11. Equitable Relief. Any disclosure of misappropriation of PHI by Business Associate in violation of this Agreement will cause Covered Entity irreparable harm, the amount of which may be difficult to ascertain. Business Associate therefore agrees that Covered Entity shall have the right to apply to a court of competent jurisdiction for specific performance and/or an order restraining and enjoining Business Associate from any such further disclosure or breach, and for such other relief as Covered Entity shall deem appropriate. Such rights are in addition to any other remedies available to Covered Entity at law or in equity. Business Associate expressly waives the defense that a remedy in damages will be adequate, and further waives any requirement in an action for specific performance or injunction for the posting of a bond by Covered Entity.

12. Severability. The provisions of this Agreement shall be severable, and if any provision of this Agreement shall be held or declared to be illegal, invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect as though such illegal, invalid or unenforceable provision had not been contained herein.
13. No Third Party Beneficiaries. Nothing in this Agreement shall be considered or construed as conferring any right or benefit on a person not a party to this Agreement nor imposing any obligations on either Party hereto to persons not a party to this Agreement.
14. Headings. The descriptive headings of the articles, sections, subsections, exhibits and schedules of this Agreement are inserted for convenience only, do not constitute a part of this Agreement and shall not affect in any way the meaning or interpretation of this Agreement.
15. Entire Agreement. This Agreement, together with all Exhibits, Riders and amendments, if applicable, which are fully completed and signed by authorized persons on behalf of both Parties from time to time while this Agreement is in effect, constitutes the entire Agreement between the Parties hereto with respect to the subject matter hereof and supersedes all previous written or oral understandings, agreements, negotiations, commitments, and any other writing and communication by or between the Parties with respect to the subject matter hereof. In the event of any inconsistencies between any provisions of this Agreement in any provisions of the Exhibits, Riders, or amendments, the provisions of this Agreement shall control.
16. Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the HIPAA Rules and any applicable state confidentiality laws. The provisions of this Agreement shall prevail over the provisions of any other agreement that exists between the Parties that may conflict with, or appear inconsistent with, any provision of this Agreement or the HIPAA Rules.
17. Regulatory References. A citation in this Agreement to the Code of Federal Regulations shall mean the cited section as that section may be amended from time to time.



Amendment No. 1  
to  
Contract No. NG150000011  
for  
Social Services  
between  
**ANY BABY CAN OF AUSTIN, INC.**  
and the  
**CITY OF AUSTIN**

- 1.0 The City of Austin and the Contractor hereby agree to the contract revisions listed below.
- 2.0 The total amount for this Amendment to the Contract is ***Two Hundred Sixty Seven Thousand Five Hundred Eighty Two dollars (\$267,582)***. The total Contract amount is recapped below:

Term	Contract Change Amount	Total Contract Amount
Basic Term: (Sept. 1, 2015 – Sept. 30, 2018)	n/a	\$ 4,459,737
Amendment No. 1: Add funds to Contract and modify Exhibits	\$ 267,582	\$ 4,727,319

- 3.0 The following changes have been made to the original contract EXHIBITS:

**Exhibit A.1 -- Program Work Statement** is deleted in its entirety and replaced with a new **Exhibit A.1 -- Program Work Statement**. [Revised 3/24/2016]

**Exhibit A.2 -- Program Performance Measures** is deleted in its entirety and replaced with a new **Exhibit A.2 -- Program Performance Measures**. [Revised 3/25/2016]

**Exhibit B.1 -- Program Budget and Narrative** is deleted in its entirety and replaced with a new **Exhibit B.1 -- Program Budget and Narrative**. [Revised 3/25/2016]

**Exhibit B.2 -- Program Subcontractors** is deleted in its entirety and replaced with a new **Exhibit B.2 -- Program Subcontractors**. [Revised 3/31/2016]

- 4.0 The following contract TERMS and CONDITIONS have been revised:

**Section 4.1 [Contract Amount]**. The Grantee acknowledges and agrees that, notwithstanding any other provision of this Contract, the maximum amount payable by the City under this Contract for the initial thirty-seven (37) month term shall not exceed the amount approved by City Council, which is ***\$4,727,319 (Four Million Seven Hundred Twenty Seven Thousand Three Hundred Nineteen dollars)***, and ***\$1,575,773 (One Million Five Hundred Seventy Five Thousand Seven Hundred Seventy Three dollars)*** per twelve (12) month extension option, for a total Contract

amount of \$9,454,638. Continuation of the Contract beyond the initial thirty-seven (37) months is specifically contingent upon the availability and allocation of funding by City Council.

**Section 4.1.2** Payment to the Grantee shall be made in the following increments:

4.1.2.1 For the Program Period of September 1, 2015 through September 30, 2016, the payment from the City to the Grantee shall not exceed \$1,575,773 (One Million Five Hundred Seventy Five Thousand Seven Hundred Seventy Three dollars);

4.1.2.2 For the Program Period of October 1, 2016 through September 30, 2017, the payment from the City to the Grantee shall not exceed \$1,575,773 (One Million Five Hundred Seventy Five Thousand Seven Hundred Seventy Three dollars);

4.1.2.3 For the Program Period of October 1, 2017 through September 30, 2018, the payment from the City to the Grantee shall not exceed \$1,575,773 (One Million Five Hundred Seventy Five Thousand Seven Hundred Seventy Three dollars).

5.0 MBE/WBE goals were not established for this Contract.

6.0 Based on the criteria in the City of Austin Living Wage Resolution #020509-91, the Living Wage requirement does not apply to this Contract.

7.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusion records found at SAM.gov, the State of Texas, or the City of Austin.

8.0 All other Contract terms and conditions remain the same.

BY THE SIGNATURES affixed below, this Amendment is hereby incorporated into and made a part of the above-referenced Contract.

**CONTRACTOR**

Signature: \_\_\_\_\_



ANY BABY CAN OF AUSTIN, INC.  
Andy Miller, Executive Director  
6207 Sheridan Ave.  
Austin, TX 78723

Date: 4/20/16

**CITY OF AUSTIN**

Signature: \_\_\_\_\_



City of Austin  
Purchasing Office  
PO Box 1088  
Austin, TX 78767

Date: 7/7/16



## Program Work Statement

Contract Start Date

9/1/2015

Contract End Date

9/30/2018

---

### Program Goals And Objectives

Preventing problems associated with lack of parenting knowledge, lack of resources for early development and lack of ability to achieve self-sufficiency for families is the highest goal of the Ready Families Collaborative. The Collaboration has developed a comprehensive Early Childhood Pipeline of Services model, endorsed by the Leadership Team of the School Readiness Action Plan (SRAP), which allows for early and progressive intervention in children's development. The services provided by our collaborative focus on 0 to 5 development and family units that support these children. Work in this Early Childhood life stage centers on ensuring that caregivers and environments for young children provide the most nurturing, stimulating and consistent care possible. To achieve this, the families served in the collaborative will be offered a range of evidence or research based services that will help their children be successful in their development, education and life.

### Program Clients Served

The population that will be served is the same population eligible for City of Austin funding: low-income City of Austin/Travis County families who are at or below 200% of the Federal Poverty Level (FPL) with children between the ages of 0-5. All collaborative partners welcome those who have left incarceration and are on a path to self-sufficiency, applauding their efforts to be involved in their child's educational development. Our collective staffs have demonstrated the ability to effectively work with this population.

Ready Families Collaborative clients' eligibility requirements will be documented in each individual client file within the intake and/or assessment documentation collected at program entry. Client eligibility will be reviewed by program staff and documented by signed client attestation. Additional documentation to verify eligibility by clients will include the following: Identity- self declaration often supported by confirmation of identity by work with multiple family members. Residency- self attestation of address supported by viewing of the home location during home visitation or fact of home location being provided by the program.

Income- current primary eligibility sources as defined by City of Austin HHS Client Eligibility Guidelines.

Note: Austin Children's Shelter (Subcontractor) serves children, youth, and young adults, from newborn to 22 who have been removed from their homes because of abuse/neglect. The majority of children and youth served by the ACS Emergency Shelter Program are placed by CPS. Increasing numbers of young people in ACS' care are not in the foster-care system, but instead have been referred from other local agencies such as DFPS, ATCIC and TCJPO. Income, residency and identity are not considered for eligibility into this shelter program. Instead, children are not eligible for the program if they are determined to be a safety risk to other residents in the shelter or if ACS staff are unable to provide the level of care to meet the child's needs. One hundred percent are considered children living with social, educational, and economic risk factors.

Agency services provided to non-eligible COA families are supported by other grants, contracts, or donations and are not a part of this funding request.

### Program Services And Delivery

The Ready Families Collaboration will use a variety of evidence and research based strategies aligned with the early education pipeline and families can access the services that best match each family's eligibility, need and capacity for support. The collaborative has partners who provide information, support and education to pregnant women to decrease pre-term labor, low birth weight and other adverse birth outcomes. For families with children 0-3 the collaborative provides a diverse menu of services based on their unique needs with a focus on nurturing, attachment and appropriate early development. For families with children 3-5, collaborative services focus on enhancement of parenting skills, family stability and early literacy and social- emotional skills to prepare for ongoing educational success. Within these services, specific strategies such as two generation programming, home visiting and group-based parenting education are available to meet the holistic needs and overcome the unique barriers families experience on the way to meeting their young child's needs. These include:

Literacy/Adult Ed: Providing integrated literacy services for the whole family can break the cycle of poverty, illiteracy, and unemployment. The path out of generational poverty is education. For families where the primary caregiver has challenges with literacy and education that make it difficult for them to find or maintain a job, two generation programs are a perfect fit. Programs such as AVANCE, CIS-ASPIRE and Jeremiah Program provide literacy and educational programming and support to improve opportunities for entering the workforce and earning a living wage while also providing stimulating childcare environments for children while their parents are pursuing educational and workforce opportunities. Furthermore, these programs provide parenting education components to ensure that parents are aware of their child's development and are creating safe, stable, nurturing and stimulating environments for their children when they are together.

Home Visiting: Families, who are extremely isolated, due to documentation status, domestic violence, mental health issues,

Created 4/24/2015 9:17:00 AM

Last Modified, If Applicable 3/24/2016 5:21:00 PM



## Program Work Statement

Contract Start Date

9/1/2015

Contract End Date

9/30/2018

transportation barriers, language barriers or difficulties leaving home because of their child's special health care needs or disability, are provided services in their homes. Home visiting services can provide parent education, case management, mental health therapy, psycho-social education, physical therapy, speech therapy and many other supportive services in the family's home.

Parenting Education: A number of group-based parenting education strategies are offered by this collaborative for families who are in need of basic, and specific, child development and positive parent information and skills in order to ameliorate the deleterious effects of poverty. Play to Learn, Play and Learning Strategies, and Nurturing Parenting Program, are services where parents participate in a series of psycho-educational sessions to learn about parenting topics like early childhood development, nurturing and attachment, discipline, nutrition, creating stimulating learning environments for children, etc and work directly with their child in the program to implement the information they are learning and get support on how to make it successful.

The extensive and holistic services provided by the 10 collaborative partners are the following:

Any Baby Can

Nurse Family Partnership (NFP) - helps low-income first-time mothers and their children with registered nurses serving as home visitors. Services begin prenatally and continue with child development education until the child is 2 years old. NFP home visitors work with families to achieve 3 main goals: 1) Improve pregnancy outcomes by helping women engage in preventive health practices; 2) Improve child health and development by helping parents provide responsible and competent care; 3) Improve the economic self-sufficiency of the family by helping parents develop a vision for their own future, plan future pregnancies, continue their education and find work.

Parents as Teachers (PAT) - ABC staff utilizes the evidence-based PAT curriculum focusing on home-based parent education and child development to strengthen low-income families with young children whose well-being is at risk or who have a mild developmental delay. PAT home visitors work with clients in their home to create stable and safe family environments, address developmental delays, increase school readiness and encourage parent involvement in school and community. These result in improved parental confidence and competence, leading to greater family stability and appropriate emotional development of the child.

Nurturing Parenting Program (NPP)-Using the NPP curriculum, classes give parents and caregivers the tools and skills to support their children's success in school and raise a healthy family. ABC staff work with parents to be proactive, confident, and be appropriate role models for their children. Medical Case Management (MCM) - serves families of children with physical, developmental, emotional or behavioral special health care needs. Parents and children receive emotional support, learn coping skills, and are connected to community resources. A variety of family events are provided throughout the year so families can meet, have fun and support each other.

Early Childhood Intervention (ECI) -serves families with children 0 to 36 months with a developmental delay, medically diagnosed condition or auditory or visual impairment. The ECI model was built on the understanding that the most effective time to improve a child's ability to grow and learn is before the age of 3. ECI helps children reach their full potential and increases parents' knowledge, skills, and ability to support their child's physical, mental, and emotional development.

Austin Children's Services

Strong Start Therapeutic Early Childhood Program- prevents child abuse and neglect in high-risk families with children under age 6 and includes combining intense home visitation services using the evidence-based Incredible Years curriculum to increase positive parenting and decrease harsh parental strategies, with therapeutic classes to enhance child social emotional development and decrease challenging child behaviors.

AVANCE

Parent-Child Program- Through its 9 month evidence-based program, scheduled to run from mid-September through the end of May, AVANCE provides parenting and early childhood instruction, ESL classes, educational toy-making, home visits, case management, supportive services and developmental screenings. All classes are taught in Spanish by bilingual, culturally competent staff. AVANCE's services demonstrably help children succeed in school, prevent child abuse and neglect and break families' trans-generational cycle of poverty. Children become school-ready while parents learn to play an important, proactive role in counteracting risk factors that later lead to underachievement.

Camp Fire, KLRU and YMCA

Play to Learn- provides parent education and digital literacy instruction to families through a weekly play-based intervention. Families are able to learn essential school readiness strategies to prepare their young children for Kindergarten. Highly trained early childhood facilitators work with families during the program to address observable issues such as aggressive behaviors, inattentiveness, or how to support language development and cooperative, engaging activities.

Communities in Schools

Parents as Teachers- Parent educators provide regular home visits that follow the award-winning, evidence-based PAT curriculum, which combines an in-depth knowledge of early childhood development with recent neuroscience research findings on early learning.

Created 4/24/2015 9:17:00 AM

Last Modified, If Applicable 3/24/2016 5:21:00 PM



## Program Work Statement

**Contract Start Date**

9/1/2015

**Contract End Date**

9/30/2018

Incredible Years-Parents participate in 18 sessions, scheduled weekly with sessions beginning in both the fall and spring, of the evidence-based Incredible Years program which provides parents with tangible tools to help children reach developmentally appropriate milestones. Topics covered include nutrition, behavior management, social/emotional development, literacy at home, parental stress, and safety. Parent Educators strongly emphasize developing pre-literacy skills in young children with group sessions including reading along, modeling reading, and learning games and at each session, parents are given materials to continue the pre-literacy skill building activities at home. Each family receives at least 1 developmentally appropriate book per month in their home language.

ASPIRE- ASPIRE provides a minimum of 16 hours per week of Adult Basic Education (ABE), General Educational Development (GED), English as a Second Language (ESL) and computer literacy classes. Students that attain a GED set goals for further education and vocational training and are supported through a partnership with Austin Community College to begin coursework. ASPIRE provides center-based early childhood education to infants, toddlers, and preschoolers focusing on oral language development, vocabulary, phonological awareness, comprehension, and print knowledge. The Incredible Years curriculum fosters school readiness and appropriate classroom skills and behavior in the 3 year old classroom.

Jeremiah Program

National High Scope Curriculum- is a dual-generation program that breaks the cycle of poverty for low-income single mothers and their children through services that include support for a college education, parenting education and high quality early childhood education. Jeremiah Program has evaluative procedures in place at every step in a family's experience to ensure appropriate progress and to measure the lasting impact of this unique model. Participants work with a staff coach on family goal setting, academic support and crisis intervention.

Literacy Coalition of Central Texas (LCCT)

Play as Learning Strategies- is proven to help children enter school ready and improve literacy levels of parents and their children. In addition to these services, ABC will be the collaborative lead and fiscal agent supporting compliance with contract requirements, achievement of contract deliverables, coordination of services, and fiscal oversight of subcontractors. ABC is uniquely positioned to facilitate this partnership given the 10+ year history of successfully executing contracts with the City of Austin.

United Way for Greater Austin

Provide support in performance measurement and data collection.

### System for Collecting and Reporting Program Data

All collaborative partners will be asked to turn in preliminary performance data and financial information monthly in a simple format with any revisions incorporated quarterly for reporting for the full collaborative to the City of Austin. Partners will be expected to get their quarterly final performance measure information to ABC 5 days prior to the final City of Austin due date to ensure adequate time for compilation and corrections as needed. ABC's current system includes procedures for utilizing various government data tracking and evaluation systems as well as our internal customized database using SQL Server for data storage and analysis, Access for data entry and Crystal Report for data reporting. Specific procedures are in place for data collection, reporting, and quality assurance. Client data is collected and entered in the database on a regular basis.

### Performance Evaluation

Performance measures including output and outcomes are regularly reviewed to assess progress toward intended goals, unexpected successes and unplanned challenges. Performance measures will be reviewed at each collaborative meeting and any challenges with collection, calculation or performance will be discussed. Additional exploratory data points with collaborative benchmarks will be reviewed at quarterly collaborative meetings to consider for future analysis.

### Quality Improvement

When quantitative data points indicate a challenge or concern additional quantitative and qualitative data will be pursued. Once the challenge has been clearly identified a performance improvement plan will be developed to identify areas that are lacking, ways to improve, timelines and responsible parties. ABC will pursue all avenues for technical assistance for any challenges and feels confident that through focused problem-solving collaborative partners and their community connections will create solutions. If initial performance improvement plans are not given their due diligence, corrective action plans with progressive consequences will be implemented.

### Service Coordination with Other Agencies

Each agency fulfills a different yet significant place in the "Early Childhood Services Pipeline" – which is a continuum of

Created 4/24/2015 9:17:00 AM

Last Modified, If Applicable 3/24/2016 5:21:00 PM

## ***Program Work Statement***

***Contract Start Date***

**9/1/2015**

***Contract End Date***

**9/30/2018**

services ranging from low to high intensity so duplications are removed by design. The collaboration intends to mitigate duplication of services by becoming knowledgeable in partner programming, communicating regarding their available agency services and enrollment periods, planning for common intake questions and facilitating "warm hand-offs" during referral processes. To ensure these steps are coordinated and efficient, part of the Collaboration Project Manager's role will be to update and share contacts, procedures and partner service openings on a monthly basis with all partners via project collaboration software, such as Basecamp. This forum will be used to communicate, log deadlines, and share files. Currently, each agency has its own Information & Referral process. At Program Director meetings, staff will discuss any remaining information concerning outreach, intake and service delivery. Direct service staff is well-informed of eligibility requirements to qualify for public benefits and resources as well as the application process for receiving them. Training opportunities for staff will be available. Due to this knowledge, as clients receive collaborative services they can easily be identified as potential eligible candidates for specific benefits. Providing clients with accurate information on obtaining benefits with follow up and help on barriers to receipt or linking them directly, greatly increases the chances the client will connect to needed resources. Collaborative partners will offer the following services to active clients in their programming. These will be considered in identifying the best program for a family. Transportation assistance-ABC, ACS, CIS; Basic needs emergency assistance-ABC, CIS; Onsite meals-ACS; Mental health services-ABC, ACS; Childcare/preschool-ABC, ACS, Jeremiah Program, YMCA; Health literacy & nutrition education-AVANCE; Housing-Jeremiah Program; Social media engagement (Facebook)-KLRU; Outdoor family activities-Camp Fire.

### ***Service Collaboration with Other Agencies***

ABC will provide services as a part of this collaborative and subcontract with 9 other partners to provide a comprehensive pipeline of services for children in the early childhood Life Continuum. The service partners include: Austin Children's Shelter, AVANCE, Camp Fire Balcones Council, Communities In Schools, Jeremiah Program, KLRU, Literacy Coalition of Central Texas, YMCA of Austin, and United Way for Greater Austin. UWGA will be a non-funded partner providing ongoing support to the collaborative in the form of expertise in collaborative management, document drafting, research and information sharing as well as performance measurement tracking and data management to guarantee data is collected and shared to the wider community.

### ***Community Planning Activities***

This collaboration represents the collective efforts of the Ready Families Support Network, which is a workgroup of the community's Success By 6 SRAP. The Network has convened, via UWGA, quarterly to continue the forward movement of the SRAP. Collaborative partners participate in the UWGA Early Childhood Stakeholders meetings, contribute to the Community Advancement Network's numerous community input opportunities and provide data relevant to the needs, demographics, and trends affecting Austin/Travis County. Several partners are task force members in HACA's HUD Choice Neighborhood Initiative which employs a comprehensive approach to transforming a distressed neighborhood.



**Program Performance Measures**

		<i>Period</i>			<i>Contract Term</i>
		<i>1</i>	<i>2</i>	<i>3</i>	
	<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
	<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

		<i>Period</i>			<i>Contract Term **</i>
		<i>1</i>	<i>2*</i>	<i>3*</i>	
<b>Outputs</b>					
<i>ID</i>	<i>Output Measure Description</i>				
1	Total Number of Unduplicated Clients Served	648	648	648	1944

		<i>Period</i>			<i>Contract Term **</i>
		<i>1</i>	<i>2*</i>	<i>3*</i>	
<b>Outcomes</b>					
<i>ID</i>	<i>Outcome Measure Description</i>				
	Number of individuals making progress on their treatment plan goal(s)	615	567	567	1749
3B	Number of individuals evaluated for progress on treatment plan goals(s)	911	840	840	2591
	Percent of individuals making progress toward their treatment plan goals	67.51	67.5	67.5	67.5
	Number of individuals demonstrating improved life skill(s)	996	919	919	2834
5B	Number of individuals participating in the activity	1456	1344	1344	4144
	Percent of individuals who demonstrate improved life skills	68.41	68.38	68.38	68.39

\* Goal Served May Include Carry-Over From Previous Period

\*\* Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be &lt; or = Sum of Periods)

Created: 4/24/2015 10:45:00 AM Last Modified, If Applicable: 3/25/2016 9:14:00 AM

**Program Budget and Narrative**

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	<b>9/1/2015</b>	<b>10/1/2016</b>	<b>10/1/2017</b>		
<i>Period End Date</i>	<b>9/30/2016</b>	<b>9/30/2017</b>	<b>9/30/2018</b>	<b>Total</b>	
<i>Salary plus Benefits</i>	<b>\$608,970.00</b>	<b>\$608,970.00</b>	<b>\$608,970.00</b>	<b>\$1,826,910.00</b>	
<i>General Operations Expenses</i>	<b>\$77,667.00</b>	<b>\$77,667.00</b>	<b>\$77,667.00</b>	<b>\$233,001.00</b>	
<i>Program Subcontractors</i>	<b>\$889,136.00</b>	<b>\$889,136.00</b>	<b>\$889,136.00</b>	<b>\$2,667,408.00</b>	
<i>Staff Travel</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>Conferences</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>Operations SubTotal</i>	<b>\$966,803.00</b>	<b>\$966,803.00</b>	<b>\$966,803.00</b>	<b>\$2,900,409.00</b>	
<i>Food and Beverages for Clients</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>Financial Direct Assistance to Clients</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>Other Assistance Amount</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>Direct Assistance SubTotal</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>Capital Outlay Amount</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total</b>	<b>\$1,575,773.00</b>	<b>\$1,575,773.00</b>	<b>\$1,575,773.00</b>	<b>\$4,727,319.00</b>	
<i>Total Period Percentage</i>	<b>33.33</b>	<b>33.33</b>	<b>33.33</b>		

**Detailed Budget Narrative**

<b>Salaries plus Benefits</b>	Any Baby Can direct service and administrative staff salaries and fringe benefits. Fringe benefits include Social Security, Medicare, and Unemployment tax, worker's compensation, health, dental, vision, and life/LTD insurance.
<b>General Op Expenses</b>	Telephone, Cell Phone, Occupancy Costs, Internet, Postage, Office, Program, and Janitorial Supplies, Agency Vehicle Usage, Equipment Rental, Criminal Background Checks, Annual Audit and 990 preparation, Contract IT services, accounting software maintenance and service, database subscription and consultation, Parents as Teachers affiliation fees, Insurance – General Liability, Nonprofit Umbrella, Directors and Officers, Auto, Employee Theft and Dishonesty
<b>Program Subcontractors</b>	Includes direct service/support staff salaries and fringe benefits; general operating expenses; and direct assistance costs incurred by partner agencies.
<b>Staff Travel</b>	N/A
<b>Conferences</b>	N/A
<b>Food and Beverage</b>	N/A
<b>Financial Assistance</b>	N/A
<b>Other Assistance</b>	N/A
<b>Capital Outlay</b>	N/A

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Communities in Schools of Central Texas

<i>Unduplicated Count</i>	75	75	75	225
<i>Amount</i>	\$300,000.00	\$300,000.00	\$300,000.00	\$900,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Comprehensive dual generation family literacy programming; PAT home visiting; Incredible Years group parenting classes

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

AVANCE-Austin

<i>Unduplicated Count</i>	30	30	30	90
<i>Amount</i>	\$148,751.00	\$148,751.00	\$148,751.00	\$446,253.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Parenting and Early Education classes; home-visitation and case management; transportation



**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Camp Fire USA Balcones Council

<i>Unduplicated Count</i>	62	62	62	186
<i>Amount</i>	\$64,200.00	\$64,200.00	\$64,200.00	\$192,600.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Camp Fire Play to Learn; 2 Generation parenting program

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

YMCA of Austin

<i>Unduplicated Count</i>	50	50	50	150
<i>Amount</i>	\$90,832.00	\$90,832.00	\$90,832.00	\$272,496.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

YMCA of Austin Play to Learn program

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Jeremiah Program

<i>Unduplicated Count</i>	3	3	3	9
<i>Amount</i>	\$50,000.00	\$50,000.00	\$50,000.00	\$150,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Early childhood education; Residential assistance; Career development and life skills training

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Literacy Coalition of Central Texas

<i>Unduplicated Count</i>	105	105	105	315
<i>Amount</i>	\$90,201.00	\$90,201.00	\$90,201.00	\$270,603.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Playing and Learning Strategies (PALS) program

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Capital of Texas Public Telecommunications Council-dba KLRU

<i>Unduplicated Count</i>	105	105	105	315
<i>Amount</i>	\$65,652.00	\$65,652.00	\$65,652.00	\$196,956.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Play to Learn workshop series

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Austin Children's Shelter dba Austin Children's Services

<i>Unduplicated Count</i>	18	18	18	54
<i>Amount</i>	\$79,500.00	\$79,500.00	\$79,500.00	\$238,500.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Early childhood services and family support; parent education; crisis intervention; mental health and other support services





**CITY OF AUSTIN, TEXAS**  
Purchasing Office  
**REQUEST FOR APPLICATION (RFA)**

---

**SOLICITATION NO:** EAD0116

**DATE ISSUED:** 2/24/14

**COMMODITY CODE:** 95243

**FOR CONTRACTUAL AND TECHNICAL  
ISSUES CONTACT THE FOLLOWING  
AUTHORIZED CONTACT PERSON:**

Erin D'Vincent

Senior Buyer

**Phone:** (512) 972-4017

**E-Mail:** [Erin.D'Vincent@austintexas.gov](mailto:Erin.D'Vincent@austintexas.gov)

Questions regarding the RFA shall be sent to  
[CityHSRFA2014@austintexas.gov](mailto:CityHSRFA2014@austintexas.gov)

**COMMODITY/SERVICE DESCRIPTION:** Self Sufficiency Social  
Services

**NON-MANDATORY PRE-PROPOSAL CONFERENCE DATE AND  
TIME OPTION ONE:** 3/5/14, 2 PM – 4 PM, local time

**LOCATION:** Rutherford Lane Campus, Building 1 Auditorium  
1520 Rutherford Lane, Austin, TX 78754

**NON-MANDATORY PRE-PROPOSAL CONFERENCE DATE AND  
TIME OPTION TWO:** 3/19/14, 9 AM – 11 AM, local time

**LOCATION:** Rutherford Lane Campus, Building 1 Auditorium  
1520 Rutherford Lane, Austin, TX 78754

**APPLICATION DUE PRIOR TO:** 4/24/14, 11 AM, local time

**APPLICATION CLOSING TIME AND DATE:** 4/24/14, 11 AM, local  
time

**LOCATION:** MUNICIPAL BUILDING, 124 W 8<sup>th</sup> STREET  
RM 308, AUSTIN, TEXAS 78701

**All documents shall be submitted the address below:**

City of Austin, Purchasing Office
Municipal Building
124 W 8 <sup>th</sup> Street, Rm 308
Austin, Texas 78701
Reception Phone: (512) 974-2500

Please note, you should have two sealed envelopes with your Offer. All Offers that are not submitted in separate, sealed envelopes or containers will not be considered. Your Offer should consist of a sealed envelope or container with your Threshold Review Checklist and all accompanying documents and a separate sealed envelope or container with your Application and electronic copies.

---

**SUBMIT 1 ORIGINAL AND 6 ELECTRONIC COPIES OF YOUR RESPONSE ON A CD OR  
FLASH DRIVE**

**\*\*\*SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT\*\*\***

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	5
0500	SCOPE OF WORK	10
0600	PROPOSAL PREPARATION INSTRUCTIONS & EVALUATION FACTORS	14
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	1
0610	APPLICATION THRESHOLD CHECKLIST	1
0615	CONNECTION TO THE GOALS AND CATEGORIES	1
0620	CLIENT ELIGIBILITY REQUIREMENTS	4
0625	HOMELESS HOUSING HABILITY STANDARDS	1
0630	HOMELESS MANAGEMENT INFORMATION SYSTEMS	1
0635	DEFINING EVIDENCE GUIDLINE	1
0640	PROGRAM PERFORMANCE MEASURES AND GOALS	1
0645	PROGRAM STAFF POSITIONS AND TIME	1
0650	PROGRAM BUDGET AND NARRATIVE	4
0655	PROGRAM FUNDING SUMMARY	1
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1

**\* Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of these Sections are available, on the Internet at the following online address:**

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

**If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8<sup>th</sup> Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.**

I agree to abide by the City's MBE/WBE Procurement Program Ordinance and Rules. In cases where the City has established that there are no M/WBE subcontracting goals for a solicitation, I agree that by submitting this offer my firm is completing all the work for the project and not subcontracting any portion. If any service is needed to perform the contract that my firm does not perform with its own workforce or supplies, I agree to contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service and am including the completed No Goals Utilization Plan with my submittal. This form can be found Under the Standard Bid Document Tab on the Vendor Connection Website:

[http://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm#STANDARDBIDDOCUMENTS](http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS)

If I am awarded the contract I agree to continue complying with the City's MBE/WBE Procurement Program Ordinance and Rules including contacting SMBR if any subcontracting is later identified.

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: Amber Construction

Federal Tax ID No.: [REDACTED]

Printed Name of Officer or Authorized Representative: Mary T. Carlson

Title: Board Chair

Signature of Officer or Authorized Representative: Mary T. Carlson

E-Mail Address: mtcarlson@mmm.com

Phone Number: 512-984-4861

Date: 4/22/14

\* Application response must be submitted with this Offer sheet to be considered for award



**CONTRACT BETWEEN  
THE CITY OF AUSTIN  
AND  
ANY BABY CAN OF AUSTIN, INC.  
FOR  
SOCIAL SERVICES**

**CONTRACT NO. NG150000011**

**CONTRACT AMOUNT: \$4,459,737**

This Contract is made by and between the City of Austin ("the City") acting by and through its Health and Human Services Department ("HHSD"), a home-rule municipality incorporated by the State of Texas, and Any Baby Can of Austin, Inc. ("Contractor"), a Texas non-profit corporation, having offices at 6207 Sheridan Ave, Austin, TX 78723.

**SECTION 1. GRANT OF AUTHORITY, SERVICES AND DUTIES**

1.1 **Engagement of the Contractor.** Subject to the general supervision and control of the City and subject to the provisions of the Terms and Conditions contained herein, the Contractor is engaged to provide the services set forth in the attached Contract Exhibits.

1.2 **Responsibilities of the Contractor.** The Contractor shall provide all technical and professional expertise, knowledge, management, and other resources required for accomplishing all aspects of the tasks and associated activities identified in the Contract Exhibits. The Contractor shall assure that all Contract provisions are met by the Subcontractor.

1.3 **Responsibilities of the City.** The City's Contract Manager will be responsible for exercising general oversight of the Contractor's activities in completing the Program Work Statement. Specifically, the Contract Manager will represent the City's interests in resolving day-to-day issues that may arise during the term of this Contract, shall participate regularly in conference calls or meetings for status reporting, shall promptly review any written reports submitted by the Contractor, and shall approve all requests for payment, as appropriate. The City's Contract Manager shall give the Contractor timely feedback on the acceptability of progress and task reports. The Contract Manager's oversight of the Contractor's activities shall be for the City's benefit and shall not imply or create any partnership or joint venture as between the City and the Contractor.

1.4 **Designation of Key Personnel.** The City's Contract Manager for this Contract, to the extent stated in the preceding section 1.3, shall be responsible for oversight and monitoring of Contractor's performance under this Contract as needed to represent the City's interest in the Contractor's performance.

1.4.1 The City's Contract Manager, Cynthia Gamez or designee:

- may meet with Contractor to discuss any operational issues or the status of the services or work to be performed; and

- shall promptly review all written reports submitted by Contractor, determine whether the reports comply with the terms of this Contract, and give Contractor timely feedback on the adequacy of progress and task reports or necessary additional information.

1.4.2 Contractor's Contract Manager, Andy Miller, Executive Director, or designee, shall represent the Contractor with regard to performance of this Contract and shall be the designated point of contact for the City's Contract Manager.

1.4.3 If either party replaces its Contract Manager, that party shall promptly send written notice of the change to the other party. The notice shall identify a qualified and competent replacement and provide contact information.

## **SECTION 2. TERM**

2.1 **Term of Contract.** The Contract shall be in effect for a term of thirty seven (37) months beginning September 1, 2015 and ending September 30, 2018, and may be extended thereafter for up to three (3) additional twelve (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or their designee.

2.1.1 Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this Contract for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 calendar days unless mutually agreed upon in writing).

## **SECTION 3. PROGRAM WORK STATEMENT**

3.1 **Contractor's Obligations.** The Contractor shall fully and timely provide all services described in the attached Contract Exhibits in strict accordance with the terms, covenants, and conditions of the Contract and all applicable Federal, State, and local laws, rules, and regulations.

## **SECTION 4. COMPENSATION AND REPORTING**

4.1 **Contract Amount.** The Contractor acknowledges and agrees that, notwithstanding any other provision of this Contract, the maximum amount payable by the City under this Contract for the initial thirty seven (37) month term shall not exceed the amount approved by City Council, which is **\$4,459,737 (Four Million Four Hundred Fifty Nine Thousand Seven Hundred Thirty Seven dollars)**, and \$1,486,579 (*One Million Four Hundred Eighty Six Thousand Five Hundred Seventy Nine dollars*) per twelve (12) month extension option, for a total Contract amount of \$8,919,474. Continuation of the Contract beyond the initial thirty seven (37) months is specifically contingent upon the availability and allocation of funding by City Council.

4.1.1 The Contractor shall expend City funds according to the approved budget categories described in Exhibit B.1, Program Budget and Narrative.

4.1.1.1 **Budget Revision:** The Contractor may make transfers between or among budget categories with the City Contract Manager's prior approval, provided that:

- i. The cumulative amount of the transfers between direct budget categories (Personnel, Operating Expenses, Direct Assistance and/or Equipment/Capital Outlay) is not more than 10% of the program period total –or– \$50,000, whichever is less;
- ii. the transfer will not increase or decrease the total monetary obligation of the City under this Contract; and
- iii. the transfers will not change the nature, performance level, or scope of the program funded under this Contract.

4.1.1.2 Transfers between or among budget categories in excess of 10% will require the City Contract Manager's approval, and must meet all of the conditions outlined in Section 4.1.1.1 (ii) and (iii) above.

- i. The CONTRACTOR must submit a Budget Revision Form to the City **prior** to the submission of the CONTRACTOR'S first monthly billing to the City following the transfer.



4.1.2 Payment to the Contractor shall be made in the following increments:

4.1.2.1 For the Program Period of September 1, 2015 through September 30, 2016, the payment from the City to the Contractor shall not exceed \$1,486,579 (*One Million Four Hundred Eighty Six Thousand Five Hundred Seventy Nine dollars*);

4.1.2.2 For the Program Period of October 1, 2016 through September 30, 2017, the payment from the City to the Contractor shall not exceed \$1,486,579 (*One Million Four Hundred Eighty Six Thousand Five Hundred Seventy Nine dollars*);

4.1.2.3 For the Program Period of October 1, 2017 through September 30, 2018, the payment from the City to the Contractor shall not exceed \$1,486,579 (*One Million Four Hundred Eighty Six Thousand Five Hundred Seventy Nine dollars*).

4.2 **Requests for Payment.**

Payment to the Contractor shall be due thirty (30) calendar days following receipt by the City of Contractor's fully and accurately completed "Payment Request" and "Monthly Expenditure Report", using forms at <http://www.ckodm.com/austin/>. The payment request and expenditure report must be submitted to the City no later than 5:00 p.m. Central Time fifteen (15) calendar days following the end of the month covered by the request and expenditure report. **If the fifteenth (15<sup>th</sup>) calendar day falls on a weekend or holiday, as outlined in Section 8.24, the deadline to submit the payment request and expenditure report is extended to no later than 5:00 p.m. Central Time of the first (1<sup>st</sup>) weekday immediately following the weekend or holiday.** Contractor must provide the City with supporting documentation for each monthly Payment Request which includes, but not limited to, a report of City contract expenditures generated from the Contractor's financial management system. Examples of appropriate supporting documentation **MAY** include, but are not limited to:

- General Ledger Detail report from the contractor's financial management system
- Profit & Loss Detail report from the contractor's financial management system
- Check ledger from the contractor's financial management system
- Payroll reports and summaries, including salary allocation reports and signed timesheets
- Receipts and invoices
- Copies of checks and bank statements showing transactions as cleared

**The City retains right of final approval of any supporting documentation submitted before a Payment Request is approved for processing. Failure to provide supporting documentation acceptable to the City may result in delay or rejection of the Payment Request. The City reserves the right to modify the required supporting documentation, as needed.**

4.2.1 Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontract and other authorized expenses at actual cost without markup.

4.2.2 Federal excise taxes, State taxes, or City sales taxes must not be included in the invoiced amount. The City will furnish a tax exemption certificate upon request.

4.3 **Payment.**

4.3.1 All requests for payment received by the City will be paid within thirty (30) calendar days of the City's receipt of the deliverables or of the invoice, whichever is later. Requests for payment received without all required information cannot be processed and will be returned to the Contractor.

4.3.2 If payment is not timely made, (per this paragraph), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code Section 2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until ten (10) calendar days after the grounds for withholding payment have been resolved.

4.3.3 The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of;



4.3.3.1 delivery of unsatisfactory services by the Contractor;

4.3.3.2 third party claims, which are not covered by the insurance which the Contractor is required to provide, are filed or reasonable evidence indicating probable filing of such claims;

4.3.3.3 failure of the Contractor to pay Subcontractors, or for labor, materials or equipment,

4.3.3.4 damage to the property of the City or the City's agents, employees or contractors, which is not covered by insurance required to be provided by the Contractor;

4.3.3.5 reasonable evidence that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;

4.3.3.6 failure of the Contractor to submit proper payment requests and expenditure reports with all required attachments and supporting documentation;

4.3.3.7 failure of the Contractor to comply with any material provision of the Contract; or

4.3.4 Notice is hereby given of Article VIII, Section 1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City. Payment will be made by check unless the parties mutually agree to payment by electronic transfer of funds.

4.4 **Non-Appropriation.** The awarding or continuation of this Contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds appropriated and available for this Contract. The absence of appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not appropriated or available and any deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of non- or inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City.

4.5 **Travel Expenses.** All approved travel, lodging, and per diem expenses in connection with the Contract for which reimbursement may be claimed by the Contractor under the terms of the Contract will be reviewed against the City's Travel Policy and the current United States General Services Administration Domestic Per Diem Rates (the "Rates") as published and maintained on the Internet at:

<http://www.gsa.gov/portal/category/21287>

No amounts in excess of the Travel Policy or Rates shall be paid. No reimbursement will be made for expenses not actually incurred. Airline fares in excess of coach or economy will not be reimbursed. Mileage charges may not exceed the amount permitted as a deduction in any year under the Internal Revenue Code or Regulation.

4.6 **Final Payment and Close-Out.**

4.6.1 The making and acceptance of final payment will constitute:

4.6.1.1 a waiver of all claims by the City against the Contractor, except claims (1) which have been previously asserted in writing and not yet settled, (2) arising from defective work appearing after final inspection, (3) arising from failure of the Contractor to comply with the Contract or the terms of any warranty specified herein, regardless of when the cause for a claim is discovered (4) arising from the Contractor's continuing obligations under the Contract, including but not limited to indemnity and warranty obligations, or (5) arising under the City's right to audit; and

4.6.1.2 a waiver of all claims by the Contractor against the City other than those previously asserted in writing and not yet settled.

4.7 **Financial Terms.**

4.7.1 The City agrees to pay Contractor for services rendered under this Contract and to reimburse Contractor for actual, eligible expenses incurred and billed in accordance with all terms and conditions of this Contract. The City shall not be liable to Contractor for any costs incurred by Contractor which are not reimbursable as set forth in Section 4.8.

4.7.2 The City's obligation to pay is subject to the timely receipt of complete and accurate reports as set forth in Section 4.9 and any other deliverable required under this Contract.

4.7.3 Payments to the Contractor will immediately be suspended upon the occasion of any late, incomplete, or inaccurate report, audit, or other required report or deliverable under this Contract, and payments will not be resumed until the Contractor is in full compliance.

4.7.4 The City shall not be liable to Contractor for any costs which have been paid under other agreements or from other funds. In addition, the City shall not be liable for any costs incurred by Contractor which were: a) incurred prior to the effective date of this Contract, or b) not billed to the City within sixty (60) calendar days following termination date of this Contract.

4.7.5 Contractor agrees to refund to the City any funds paid under this Contract which the City determines have resulted in overpayment to Contractor or which the City determines have not been spent by Contractor in accordance with the terms of this Contract. Refunds shall be made by Contractor within thirty (30) calendar days after a written refund request is submitted by the City. The City may, at its discretion, offset refunds due from any payment due Contractor, and the City may also deduct any loss, cost, or expense caused by Contractor from funds otherwise due.

4.7.6 Contractor shall deposit and maintain all funds received under this Contract in either a separate numbered bank account or a general operating account, either of which shall be supported with the maintenance of a separate accounting with a specific chart which reflects specific revenues and expenditures for the monies received under this Contract. The Contractor's accounting system must identify the specific expenditures, or portions of expenditures, against which funds under this Contract are disbursed.

4.7.7 Contractor is required to utilize an online contract management system for billing and reporting in accordance with the City's guidelines, policies, and procedures. Contractor is responsible for all data entered/edited under its unique username, as well as all required but omitted data.

4.7.8 Contractor shall expend the City budget in a reasonable manner in relation to contract time elapsed and/or contract program service delivery schedule. If cumulative expenditures are not within acceptable amounts, the City may require the Contractor to: 1) submit an expenditure plan, and/or 2) amend the contract budget amount to reflect projected expenditures, as determined by the City.

#### **4.8 Allowable and Unallowable Costs.**

The City shall make the final determination of whether a cost is allowable or unallowable under this Contract.

4.8.1 Reimbursement Only. Expenses and/or expenditures shall be considered reimbursable only if incurred during the current Program Period identified in Section 4.1.2, directly and specifically in the performance of this Contract, and in conformance with the Contract Exhibits. Contractor agrees that, unless otherwise specifically provided for in this Contract, payment by the City under the terms of this Contract is made on a reimbursement basis only; Contractor must have incurred and paid costs prior to those costs being invoiced and considered allowable under this Contract and subject to payment by the City.

4.8.2 To be allowable under this Contract, a cost must meet all of the following general criteria:

1. Be reasonable for the performance of the activity under the Contract.
2. Conform to any limitations or exclusions set forth in this Contract.
3. Be consistent with policies and procedures that apply uniformly to both government-financed and other activities of the organization.



4. Be determined and accounted in accordance with generally accepted accounting principles (GAAP).
5. Be adequately documented.

4.8.3 The City's prior written authorization is required in order for the following to be considered allowable costs. Inclusion in the budget within this Contract constitutes "written authorization". The item shall be specifically identified in the budget.

1. Alteration, construction, or relocation of facilities
2. Depreciation.
3. Equipment and other capital expenditures.
4. Interest, other than mortgage interest as part of a pre-approved budget under this Contract
5. Organization costs (costs in connection with the establishment or reorganization of an organization)
6. Public relations costs, except reasonable, pre-approved advertising costs related directly to services provided under this Contract
7. Purchases of tangible, nonexpendable property, including fax machines, stereo systems, cameras, video recorder/players, microcomputers, software, printers, microscopes, oscilloscopes, centrifuges, balances and incubator, or any other item having a useful life of more than one year and an acquisition cost, including freight, of over five thousand dollars (\$5,000)
8. Selling and marketing
9. Travel/training outside Travis County

4.8.4 The following types of expenses are specifically **not allowable** with City funds under this Contract:

1. Alcoholic beverages
2. Bad debts
3. Compensation of trustees, directors, officers, or advisory board members, other than those acting in an executive capacity
4. Contingency provisions (funds). (Self-insurance reserves and pension funds are allowable.)
5. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
6. Deferred costs
7. Donations and contributions including donated goods or space
8. Entertainment costs
9. Fines and penalties (including late fees)
10. Fundraising and development costs
11. Goods or services for officers' or employees' personal use
12. Housing and personal living expenses for organization's officers or employees
13. Idle facilities and idle capacity
14. Litigation-related expenses (including personnel costs) in action(s) naming the City as a Defendant
15. Lobbying or other expenses related to political activity
16. Losses on other agreements or contracts or casualty losses
17. Taxes, other than payroll and other personnel-related levies

#### 4.9 **Reports.**

4.9.1 Contractor must submit a fully and accurately completed "Payment Request" and "Monthly Expenditure Report" to the City's Contract Manager using the forms shown at <http://www.ckodm.com/austin/> by the deadline outlined in section 4.2. Contractor must provide complete and accurate supporting documentation. Upon receipt and approval by the City of each complete and accurate Payment Request and Monthly Expenditure Report, the City shall process

payment to the Contractor of an amount equal to the City's payment obligations, subject to deduction for any unallowable costs.

4.9.2 Contractor shall submit a quarterly performance report using the format and method specified by the City no later than fifteen (15) calendar days following each calendar quarter. If the fifteenth (15<sup>th</sup>) calendar day falls on a weekend or holiday, as outlined in Section 8.24, the deadline to submit the quarterly performance report is extended to no later than 5:00 p.m. Central Time of the first (1<sup>st</sup>) weekday immediately following the weekend or holiday. Contractor shall provide complete and accurate supporting documentation upon request by City. Payment Requests will not be approved if any accurate and complete performance report, including any required documentation, is past due. Performance reports on a frequency other than quarterly may be required by the City based upon business needs.

4.9.3 An annual Contract Progress Report, using the forms shown at <http://www.ckodm.com/austin/>, shall be completed by the Contractor and submitted to the City within sixty (60) calendar days following the end of each Program Period identified in section 4.1.2.

4.9.4 A Contract Closeout Summary report using the forms shown at <http://www.ckodm.com/austin/> shall be completed by the Contractor and submitted to the City within sixty (60) calendar days following the expiration or termination of this Contract. Any encumbrances of funds incurred prior to the date of termination of this Contract shall be subject to verification by the City. Upon termination of this Contract, any unused funds, unobligated funds, rebates, credits, or interest earned on funds received under this Contract shall be returned to the City.

4.9.5 Contractor shall provide the City with a copy of the completed Administrative and Fiscal Review (AFR) using the forms shown at <http://www.ckodm.com/austin/>, and required AFR Attachments, including a copy of the Contractor's completed Internal Revenue Service Form 990 or 990EZ (Return of Organization Exempt from Income Tax) if applicable, for each calendar year no later than May 31st of each year. If Contractor filed a Form 990 or Form 990EZ extension request, Contractor shall provide the City with a copy of that application of extension of time to file (IRS Form 2758) within thirty (30) days of filing said form(s), and a copy of the final IRS Form 990 document(s) immediately upon completion.

4.9.6 Contractor shall provide other reports required by the City to document the effective and appropriate delivery of services as outlined under this Contract as required by the City.

4.10 **Contractor Policies and Procedures.** Contractor shall maintain written policies and procedures approved by its governing body and shall make copies of all policies and procedures available to the City upon request. At a minimum, written policies shall exist in the following areas: Financial Management; Subcontracting and/or Procurement; Equal Employment Opportunity; Personnel and Personnel Grievance; Nepotism; Non-Discrimination of Clients; Client Grievance; Drug Free Workplace; the Americans With Disabilities Act; and Criminal Background Checks.

4.11 **Monitoring and Evaluation.**

4.11.1 Contractor agrees that the City or its designee may carry out monitoring and evaluation activities to ensure adherence by the Contractor and Subcontractors to the Program Work Statement, Program Performance Measures, and Program Budget, as well as other provisions of this Contract. Contractor shall fully cooperate in any monitoring or review by the City and further agrees to designate a staff member to coordinate monitoring and evaluation activities.

4.11.2 The City expressly reserves the right to monitor client-level data related to services provided under this contract. If the Contractor asserts that client-level data is legally protected from disclosure to the City, a specific and valid legal reference to this assertion must be provided.



4.11.3 Contractor shall provide the City with copies of all evaluation or monitoring reports received from other funding sources during the Contract Term within twenty (20) working days following the receipt of the final report.

4.11.4 Contractor shall keep on file copies of all notices of Board of Directors meetings, Subcommittee or Advisory Board meetings, and copies of approved minutes of those meetings.

#### 4.12 **Financial Audit of Contractor.**

4.12.1 In the event Contractor expends \$750,000 or more in a year in federal awards, Contractor shall have a single or program specific audit conducted in accordance with Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations as required by the Single Audit Act of 1984, as amended (Single Audit Act), and shall submit to the City a complete set of audited financial statements and the auditor's opinion and management letters in accordance with Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations and any guidance issued by the federal Office of Management and Budget covering Contractor's fiscal year until the end of the term of this Contract.

4.12.2 If Contractor is not subject to the Single Audit Act, and expends seven hundred fifty thousand dollars (\$750,000) or more during the Contractor's fiscal year, then Contractor shall have a full financial audit performed. If less than seven hundred fifty thousand dollars (\$750,000) is expended, then a financial review is acceptable, pursuant to the requirements of this Contract.

4.12.3 Contractor shall contract with an independent auditor utilizing a Letter of Engagement. The auditor must be a Certified Public Accountant recognized by the regulatory authority of the State of Texas.

4.12.4 Contractor must submit one (1) Board-approved, bound hard copy of a complete financial audit report or financial review, to include the original auditor opinion, within one hundred eighty (180) calendar days of the end of Contractor's fiscal year, unless alternative arrangements are approved in writing by the City. The financial audit report/financial review must include the Management Letter if one was issued by the auditor. Contractor may not submit electronic copies of financial audit reports/financial reviews to the City. Financial audit reports/financial reviews must be provided in hard copy, and either mailed or hand-delivered to the City.

4.12.5 The City will contact the independent auditor to verify:

- i. That the auditor completed the financial audit report/financial review received from the Contractor;
- ii. That the auditor presented the financial audit report/financial review to the Contractor's Board of Directors or a committee of the Board, and;
- iii. The date the financial audit report/financial review was presented to the Contractor's Board of Directors or a committee of the Board.

4.12.6 The City will contact the Board Chair to verify that the auditor presented the financial audit report/financial review to the Contractor's Board of Directors or a committee of the Board.

- i. Contractor's Board Chair must submit a signed and dated copy of the HHSD Board Certification form to the City as verification.
- ii. In lieu of the Board Certification form, Contractor must submit a signed and copy of the approved Board meeting minutes to the City, indicating the following:
  - a) The Board of Directors, or a committee of the Board, has met with the independent auditor;
  - b) The Board of Directors has authorized and accepted the financial audit report/financial review.

A signed and dated copy of the HHSD Board Certification form, or approved and signed Board minutes reflecting acceptance of the financial audit report/financial review will be due to the City within forty-five (45) days after the audit is due to the City. Board minutes regarding approval of the



Contractor's financial audit report/financial review will be verified with the Contractor's Board Chair. The City will deem the financial audit report/financial review incomplete if Contractor fails to submit either the Board Certification form or the Board minutes as required by this section 4.12.6.

4.12.7 The inclusion of any Findings or a Going Concern Uncertainty, as defined by Chapter 200, Subpart F, of Title 2 of the Code of Federal Regulations and Generally Accepted Auditing Standards (GAAS), in a Contractor's audit requires the creation and submission to the City of a corrective action plan formally approved by the Contractor's governing board. The plan must be submitted to the City within 60 days after the audit is due to the City. Failure to submit an adequate plan to the City may result in the immediate suspension of funding. If adequate improvement related to the audit findings is not documented within a reasonable period of time, the City may provide additional technical assistance, refer the Agreement to the City Auditor for analysis, or move to terminate the Agreement as specified in Section 5 of the Agreement.

4.12.8 The expiration or termination of this Contract shall in no way relieve the Contractor of the audit requirement set forth in this Section.

4.12.9 **Right To Audit By Office of City Auditor.**

4.12.9.1 Contractor agrees that the representatives of the Office of the City Auditor, or other authorized representatives of the City, shall have access to, and the right to audit, examine, and copy any and all records of the Contractor related to the performance under this Agreement during normal business hours (Monday – Friday, 8 am – 5 pm). In addition to any other rights of termination or suspension set forth herein, the City shall have the right to immediately suspend the Agreement, upon written notice to Contractor, if Contractor fails to cooperate with this audit provision. The Contractor shall retain all such records for a period of five (5) years after the expiration or early termination of this Agreement or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer. The Contractor agrees to refund to the City any overpayments disclosed by any such audit.

4.12.9.2 Contractor shall include this audit requirements in any subcontracts entered into in connection with this Agreement.

4.13 **Ownership of Property.**

4.13.1 Ownership title to all capital acquisition, supplies, materials or any other property purchased with funds received under this Contract and in accordance with the provisions of the Contract, is vested with the City and such property shall, upon termination of the Contract, be delivered to the City upon request.

4.13.2 Written notification must be given to the City within five (5) calendar days of delivery of nonexpendable property (defined as anything that has a life or utility of more than one (1) year and an acquisition cost, including freight, of over five thousand dollars (\$5,000)) in order for the City to effect identification and recording for inventory purposes. Contractor shall maintain adequate accountability and control over such property, maintain adequate property records, perform an annual physical inventory of all such property, and report this information in the annual Contract Progress Report, due sixty (60) days after the end of each Program Period, as well as in the Closeout Summary Report, due sixty (60) days after the end of the Contract Term.

4.13.3 In the event Contractor's services are retained under a subsequent agreement, and should Contractor satisfactorily perform its obligations under this Contract, Contractor shall be able to retain possession of non-expendable property purchased under this Contract for the duration of the subsequent agreement.

4.13.4 Property purchased with City funds shall convey to Contractor two (2) years after purchase, unless notified by the City in writing.

## SECTION 5. TERMINATION

- 5.1 **Right To Assurance.** Whenever one party to the Contract in good faith has reason to question the other party's intent to perform, demand may be made to the other party for written assurance of the intent to perform. In the event that no assurance is given within the time specified after demand is made, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
- 5.2 **Default.** The Contractor shall be in default under the Contract if the Contractor (a) fails to fully, timely and faithfully perform any of its material obligations under the Contract, (b) fails to provide adequate assurance of performance under the "Right to Assurance paragraph herein, (c) becomes insolvent or seeks relief under the bankruptcy laws of the United States or (d) makes a material misrepresentation in Contractor's Offer, or in any report or deliverable required to be submitted by Contractor to the City.
- 5.3 **Termination For Cause.** In the event of a default by the Contractor, the City shall have the right to terminate the Contract for cause, by written notice effective ten (10) calendar days, unless otherwise specified, after the date of such notice, unless the Contractor, within such ten (10) day period, cures such default, or provides evidence sufficient to prove to the City's reasonable satisfaction that such default does not, in fact, exist. The City may place Contractor on probation for a specified period of time within which the Contractor must correct any non-compliance issues. Probation shall not normally be for a period of more than nine (9) months, however, it may be for a longer period, not to exceed one (1) year depending on the circumstances. If the City determines the Contractor has failed to perform satisfactorily during the probation period, the City may proceed with suspension. In the event of a default by the Contractor, the City may suspend or debar the Contractor in accordance with the "City of Austin Purchasing Office Probation, Suspension and Debarment Rules for Vendors" and remove the Contractor from the City's vendor list for up to five (5) years and any Offer submitted by the Contractor may be disqualified for up to five (5) years. In addition to any other remedy available under law or in equity, the City shall be entitled to recover all actual damages, costs, losses and expenses, incurred by the City as a result of the Contractor's default, including, without limitation, cost of cover, reasonable attorneys' fees, court costs, and prejudgment and post-judgment interest at the maximum lawful rate. All rights and remedies under the Contract are cumulative and are not exclusive of any other right or remedy provided by law.
- 5.4 **Termination Without Cause.** The City shall have the right to terminate the Contract, in whole or in part, without cause any time upon thirty (30) calendar days prior written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to the Contract, with such exceptions, if any, specified in the notice of termination. The City shall pay the Contractor, to the extent of funds appropriated or otherwise legally available for such purposes, for all goods delivered and services performed and obligations incurred prior to the date of termination in accordance with the terms hereof.
- 5.5 **Fraud.** Fraudulent statements by the Contractor on any Offer or in any report or deliverable required to be submitted by the Contractor to the City shall be grounds for the termination of the Contract for cause by the City and may result in legal action.

## SECTION 6. OTHER DELIVERABLES

- 6.1 **Insurance.** The following insurance requirements apply.

6.1.1 **General Requirements**

6.1.1.1 The Contractor shall at a minimum carry insurance in the types and amounts indicated herein for the duration of the Contract and during any warranty period.

6.1.1.2 The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within fourteen (14) calendar days after written request from the City.

6.1.1.3 The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.

6.1.1.4 The Contractor shall not commence work until the required insurance is obtained and has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.

6.1.1.5 The Contractor must maintain and make available to the City, upon request, certificates of insurance for all Subcontractors.

6.1.1.6 The Contractor's and all subcontractors' insurance coverage shall be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of B+VII or better. The City will accept workers' compensation coverage written by the Texas Workers' Compensation Insurance Fund.

6.1.1.7 All endorsements naming the City as additional insured, waivers, and notices of cancellation endorsements as well as the Certificate of Insurance shall contain the Contractor's email address, and shall be mailed to the following address:

City of Austin  
Health and Human Services Department  
ATTN: Community Based Resources  
P. O. Box 1088  
Austin, Texas 78767

6.1.1.8 The "other" insurance clause shall not apply to the City where the City is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both the City and the Contractor, shall be considered primary coverage as applicable.

6.1.1.9 If insurance policies are not written for amounts specified, the Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

6.1.1.10 The City shall be entitled, upon request, at an agreed upon location, and without expense, to review certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.

6.1.1.11 The City reserves the right to review the insurance requirements set forth during the effective period of the Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by the City based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as the Contractor.

6.1.1.12 The Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.

6.1.1.13 The Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the Certificate of Insurance.

6.1.1.14 The Contractor shall endeavor to provide the City thirty (30) calendar days written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.

6.1.2 **Specific Coverage Requirements.** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

6.1.2.1 **Commercial General Liability Insurance.** The minimum bodily injury and property damage per occurrence are \$500,000\* for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injuries). The policy shall contain the following provisions and endorsements.

- 6.1.2.1.1 Blanket contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project
- 6.1.2.1.2 Independent Contractor's Coverage
- 6.1.2.1.3 Products/Completed Operations Liability for the duration of the warranty period
- 6.1.2.1.4 Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage
- 6.1.2.1.5 Thirty (30) calendar days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
- 6.1.2.1.6 The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- 6.1.2.1.7 If care of a child is provided outside the presence of a legal guardian or parent, Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
- 6.1.2.1.8 The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.

\* **Supplemental Insurance Requirement.** If eldercare, childcare, or housing for clients is provided, the required limits shall be \$1,000,000 per occurrence.

6.1.2.2 **Business Automobile Liability Insurance.**

Minimum limits: \$500,000 combined single limit per occurrence for all owned, hired and non-owned autos

- a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
- b. If no client transportation is provided but autos are used within the scope of work, and there are no agency owned vehicles, evidence of Personal Auto Policy coverage from each person using their auto may be provided. The following limits apply for personal auto insurance: \$100,000/\$300,000/\$100,000.

All policies shall contain the following endorsements:

- 6.1.2.2.1. Waiver of Subrogation, Endorsement TE 2046A, or equivalent coverage

6.1.2.2.2. Thirty (30) calendar days Notice of Cancellation, Endorsement TE 0202A, or equivalent coverage

6.1.2.2.3 The City of Austin listed as an additional insured, Endorsement TE 9901B, or equivalent coverage

6.1.2.3 **Worker's Compensation and Employers' Liability Insurance.** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee. The policy shall contain the following provisions and endorsements:

6.1.2.3.1 The Contractor's policy shall apply to the State of Texas

6.1.2.3.2 Waiver of Subrogation, Form WC 420304, or equivalent coverage

6.1.2.3.3 Thirty (30) calendar days Notice of Cancellation, Form WC 420601, or equivalent coverage

6.1.2.4 **Professional Liability Insurance.**

6.1.2.4.1 Contractor shall provide coverage at a minimum limit of \$500,000 per claim to pay on behalf of the assured all sums which the assured shall become legally obligated to pay as damages by reason of any negligent act, error, or omission arising out of the performance of professional services under this Contract.

6.1.2.4.2 If coverage is written on a claims-made basis, the retroactive date shall be prior to or coincident with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. This coverage shall be continuous and will be provided for twenty-four (24) months following the completion of the Contract.

6.1.2.5 **Blanket Crime Policy Insurance.** A Blanket Crime Policy shall be required with limits equal to or greater than the sum of all Contract funds allocated by the City. Acceptance of alternative limits shall be approved by Risk Management.

6.1.2.6 **Directors and Officers Insurance.** Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Contract and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Contract and for not less than twenty-four (24) months following the end of the Contract. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Contract or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

6.1.2.7 **Property Insurance.** If the Contract provides funding for the purchase of property or equipment the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

6.1.2.8 **Endorsements.** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the



equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

6.1.2.9 **Certificate.** The following statement must be shown on the Certificate of Insurance.

"The City of Austin is an Additional Insured on the general liability and the auto liability policies. A Waiver of Subrogation is issued in favor of the City of Austin for general liability, auto liability and workers compensation policies."

## 6.2 **Equal Opportunity.**

6.2.1.1 **Equal Employment Opportunity.** No Contractor or Contractor's agent shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Bid submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Contractor has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. The Contractor shall sign and return the Non-Discrimination Certification attached hereto as Exhibit C. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the Contract and the Contractor's suspension or debarment from participation on future City contracts until deemed compliant with Chapter 5-4. Any Subcontractors used in the performance of this contract and paid with City funds must comply with the same nondiscrimination requirements as the Contractor.

6.2.2 **Americans With Disabilities Act (ADA) Compliance.** No Contractor, or Contractor's agent shall engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

6.3 **Inspection of Premises.** The City has the right to enter Contractor's and Subcontractor's work facilities and premises during Contractor's regular work hours, and Contractor agrees to facilitate a review of the facilities upon reasonable request by the City.

6.4 **Rights to Proposal and Contractual Material.** All material submitted by the Contractor to the City shall become property of the City upon receipt. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.

6.5 **Publications.** All published material and written reports submitted under the Contract must be originally developed material unless otherwise specifically provided in the Contract. When material not originally developed is included in a report in any form, the source shall be identified.

## SECTION 7. WARRANTIES

7.1 **Authority.** Each party warrants and represents to the other that the person signing this Contract on its behalf is authorized to do so, that it has taken all action necessary to approve this Contract, and that this Contract is a lawful and binding obligation of the party.

7.2 **Performance Standards.** Contractor warrants and represents that all services provided under this Contract shall be fully and timely performed in a good and workmanlike manner in accordance with generally accepted community standards and, if applicable, professional standards and practices. Contractor may not limit, exclude, or disclaim this warranty or any warranty implied by law, and any attempt to do so shall be without force or effect. If the Contractor is unable or unwilling to perform its services in accordance with the above standard as required by the City, then in addition to any other available remedy, the City may reduce the amount of services it may be required to purchase under the Contract from the Contractor, and purchase conforming services from other sources. In such event, the Contractor shall pay to the City upon demand the increased cost, if any, incurred by the City to procure such services from another source. Contractor agrees to participate with City staff to update the performance measures.

## SECTION 8. MISCELLANEOUS

8.1 **Criminal Background Checks.** Contractor and Subcontractor(s) agree to perform a criminal background check on individuals providing direct client service in programs designed for children under eighteen (18) years of age, seniors 55 years of age and older, or persons with Intellectual and Developmental Disabilities (IDD). Contractor shall not assign or allow an individual to provide direct client service in programs designed for children under eighteen (18) years of age, seniors 55 years of age and older, or persons with IDD if the individual would be barred from contact under the applicable program rules established by Title 40 of the Texas Administrative Code.

8.2 **Compliance with Health, Safety, and Environmental Regulations.** The Contractor, its Subcontractors, and their respective employees, shall comply fully with all applicable federal, state, and local health, safety, and environmental laws, ordinances, rules and regulations in the performance of the services, including but not limited to those promulgated by the City and by the Occupational Safety and Health Administration (OSHA). In case of conflict, the most stringent safety requirement shall govern. The Contractor shall indemnify and hold the City harmless from and against all claims, demands, suits, actions, judgments, fines, penalties and liability of every kind arising from the breach of the Contractor's obligations under this paragraph.

8.2.1 The Contractor or Subcontractor(s) seeking an exemption for a food enterprise permit fee must present this signed and executed social services contract upon request to the City. (*Source: City of Austin Ordinance 20051201-013*)

8.3 **Stop Work Notice.** The City may issue an immediate Stop Work Notice in the event the Contractor is observed performing in a manner that the City reasonably believes is in violation of Federal, State, or local guidelines, or in a manner that is determined by the City to be unsafe to either life or property. Upon notification, the Contractor will cease all work until notified by the City that the violation or unsafe condition has been corrected. The Contractor shall be liable for all costs incurred by the City as a result of the issuance of such Stop Work Notice.

### 8.4 **Indemnity.**

#### 8.4.1 Definitions:

8.4.1.1 "Indemnified Claims" shall include any and all claims, demands, suits, causes of action, judgments and liability of every character, type or description, including all reasonable costs and expenses of litigation, mediation or other alternate dispute resolution mechanism, including attorney and other professional fees for:

8.4.1.1.1 damage to or loss of the property of any person (including, but not limited to the City, the Contractor, their respective agents, officers, employees and subcontractors; the officers, agents, and employees of such subcontractors; and third parties); and/or;

8.4.1.1.2 death, bodily injury, illness, disease, worker's compensation, loss of services, or loss of income or wages to any person (including but not limited to the agents, officers and employees of the City, the Contractor, the Contractor's subcontractors, and third parties),

8.4.1.2 "Fault" shall include the sale of defective or non-conforming deliverables, negligence, willful misconduct, or a breach of any legally imposed strict liability standard.

8.4.2 THE CONTRACTOR SHALL DEFEND (AT THE OPTION OF THE CITY), INDEMNIFY, AND HOLD THE CITY, ITS SUCCESSORS, ASSIGNS, OFFICERS, EMPLOYEES AND ELECTED OFFICIALS HARMLESS FROM AND AGAINST ALL INDEMNIFIED CLAIMS DIRECTLY ARISING OUT OF, INCIDENT TO, CONCERNING OR RESULTING FROM THE FAULT OF THE CONTRACTOR, OR THE CONTRACTOR'S AGENTS, EMPLOYEES OR SUBCONTRACTORS, IN THE

PERFORMANCE OF THE CONTRACTOR'S OBLIGATIONS UNDER THE CONTRACT. NOTHING HEREIN SHALL BE DEEMED TO LIMIT THE RIGHTS OF THE CITY OR THE CONTRACTOR (INCLUDING, BUT NOT LIMITED TO, THE RIGHT TO SEEK CONTRIBUTION) AGAINST ANY THIRD PARTY WHO MAY BE LIABLE FOR AN INDEMNIFIED CLAIM.

- 8.5 **Claims.** If any claim, demand, suit, or other action is asserted against the Contractor which arises under or concerns the Contract, or which could have a material adverse affect on the Contractor's ability to perform hereunder, the Contractor shall give written notice thereof to the City within ten (10) calendar days after receipt of notice by the Contractor. Such notice to the City shall state the date of notification of any such claim, demand, suit, or other action; the names and addresses of the claimant(s); the basis thereof; and the name of each person against whom such claim is being asserted. Such notice shall be delivered personally or by mail and shall be sent to the City and to the Austin City Attorney. Personal delivery to the City Attorney shall be to City Hall, 301 West 2<sup>nd</sup> Street, 4<sup>th</sup> Floor, Austin, Texas 78701, and mail delivery shall be to P.O. Box 1088, Austin, Texas 78767.
- 8.6 **Business Continuity.** Contractor warrants that it has adopted a business continuity plan that describes how Contractor will continue to provide services in the event of an emergency or other unforeseen event, and agrees to maintain the plan on file for review by the City. Contractor shall provide a copy of the plan to the City's Contract Manager upon request at any time during the term of this Contract, and the requested information regarding the Business Continuity Plan shall appear in the annual Administrative and Fiscal Review document. Contractor also agrees to participate in the City's Emergency Preparedness and Response Plan and other disaster planning processes.
- 8.7 **Notices.** Unless otherwise specified, all notices, requests, or other communications required or appropriate to be given under the Contract shall be in writing and shall be deemed delivered three (3) business days after postmarked if sent by U.S. Postal Service Certified or Registered Mail, Return Receipt Requested. Notices delivered by other means shall be deemed delivered upon receipt by the addressee. Routine communications may be made by first class mail, email, or other commercially accepted means. Notices to the City and the Contractor shall be addressed as follows:

To the City:	To the Contractor:	With copy to:
City of Austin, Health and Human Services Department Community Services Division	Any Baby Can of Austin, Inc.	City of Austin Health and Human Services Dept.
ATTN: Stephanie Hayden, Assistant Director	ATTN: Andy Miller, Executive Director	ATTN: Shannon Jones, Director
7201 Levander Loop, Bldg. H Austin, TX 78702	6207 Sheridan Ave Austin, TX 78723	7201 Levander Loop, Bldg. E Austin, TX 78702

- 8.8 **Confidentiality.** In order to provide the deliverables to the City, Contractor may require access to certain of the City's and/or its licensors' confidential information (including inventions, employee information, trade secrets, confidential know-how, confidential business information, and other information which the City or its licensors consider confidential) (collectively, "Confidential Information"). Contractor acknowledges and agrees that the Confidential Information is the valuable property of the City and/or its licensors and any unauthorized use, disclosure, dissemination, or other release of the Confidential Information will substantially injure the City and/or its licensors. The Contractor (including its employees, subcontractors, agents, or representatives) agrees that it will maintain the Confidential Information in strict confidence and shall not disclose, disseminate, copy, divulge, recreate, or otherwise use the Confidential Information without the prior written consent of the City or in a manner not expressly permitted under this Contract, unless the Confidential Information is required to be disclosed by law or an order of any court or other governmental authority with proper jurisdiction, provided the Contractor promptly notifies the City before disclosing such information so as to permit the City reasonable time to seek an appropriate protective order. The Contractor agrees to use protective measures no less stringent than the Contractor uses within its own business to protect its own most valuable information, which protective measures shall under all circumstances be at least reasonable measures to ensure the continued confidentiality of the Confidential Information.

- 8.9 **Advertising.** Where such action is appropriate as determined by the City, Contractor shall publicize the activities conducted by the Contractor under this Agreement. Any news release, sign, brochure, or other advertising medium including websites disseminating information prepared or distributed by or for the Contractor shall recognize the City as a funding source and include a statement that indicates that the information presented does not officially represent the opinion or policy position of the City.
- 8.10 **No Contingent Fees.** The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon any agreement or understanding for commission, percentage, brokerage, or contingent fee, excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the City shall have the right, in addition to any other remedy available, to cancel the Contract without liability and to deduct from any amounts owed to the Contractor, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.
- 8.11 **Gratuities.** The City may, by written notice to the Contractor, cancel the Contract without liability if it is determined by the City that gratuities were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the City with a view toward securing the Contract or securing favorable treatment with respect to the awarding or amending or the making of any determinations with respect to the performing of such contract. In the event the Contract is canceled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
- 8.12 **Prohibition Against Personal Interest in Contracts.** No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation. Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City.
- 8.13 **Independent Contractor.** The Contract shall not be construed as creating an employer/employee relationship, a partnership, or a joint venture. The Contractor's services shall be those of an independent contractor. The Contractor agrees and understands that the Contract does not grant any rights or privileges established for employees of the City.
- 8.14 **Assignment-Delegation.** The Contract shall be binding upon and enure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third party beneficiaries to the Contract.
- 8.15 **Waiver.** No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. No waiver by either the Contractor or the City of any one or more events of default by the other party shall operate as, or be construed to be, a permanent waiver of any rights or obligations under the Contract, or an express or implied acceptance of any other existing or future default or defaults, whether of a similar or different character.
- 8.16 **Modifications.** The Contract can be modified or amended only by a written, signed agreement by both parties. No pre-printed or similar terms on any Contractor invoice, order, or other document shall have any force or effect to change the terms, covenants, and conditions of the Contract.

8.17 **Interpretation.** The Contract is intended by the parties as a final, complete and exclusive statement of the terms of their agreement. No course of prior dealing between the parties or course of performance or usage of the trade shall be relevant to supplement or explain any term used in the Contract. Although the Contract may have been substantially drafted by one party, it is the intent of the parties that all provisions be construed in a manner to be fair to both parties, reading no provisions more strictly against one party or the other. Whenever a term defined by the Uniform Commercial Code, as enacted by the State of Texas, is used in the Contract, the UCC definition shall control, unless otherwise defined in the Contract.

8.18 **Dispute Resolution.**

8.18.1 If a dispute arises out of or relates to the Contract, or the breach thereof, the parties agree to negotiate prior to prosecuting a suit for damages. However, this section does not prohibit the filing of a lawsuit to toll the running of a statute of limitations or to seek injunctive relief. Either party may make a written request for a meeting between representatives of each party within fourteen (14) calendar days after receipt of the request or such later period as agreed by the parties. Each party shall include, at a minimum, one (1) senior level individual with decision-making authority regarding the dispute. The purpose of this and any subsequent meeting is to attempt in good faith to negotiate a resolution of the dispute. If, within thirty (30) calendar days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they will proceed directly to mediation as described below. Negotiation may be waived by a written agreement signed by both parties, in which event the parties may proceed directly to mediation as described below.

8.18.2 If the efforts to resolve the dispute through negotiation fail, or the parties waive the negotiation process, the parties may select, within thirty (30) calendar days, a mediator trained in mediation skills to assist with resolution of the dispute. Should they choose this option, the City and the Contractor agree to act in good faith in the selection of the mediator and to give consideration to qualified individuals nominated to act as mediator. Nothing in the Contract prevents the parties from relying on the skills of a person who is trained in the subject matter of the dispute or a contract interpretation expert. If the parties fail to agree on a mediator within thirty (30) calendar days of initiation of the mediation process, the mediator shall be selected by the Travis County Dispute Resolution Center (DRC). The parties agree to participate in mediation in good faith for up to thirty (30) calendar days from the date of the first mediation session. The City and the Contractor will share the mediator's fees equally and the parties will bear their own costs of participation such as fees for any consultants or attorneys they may utilize to represent them or otherwise assist them in the mediation.

8.19 **Minority And Women Owned Business Enterprise (MBE/WBE) Procurement Program**

MBE/WBE goals do not apply to this Contract.

8.20 **Living Wage Policy**

[Reserved]

8.21 **Subcontractors.**

8.21.1 Work performed for the Contractor by a Subcontractor shall be pursuant to a written contract between the Contractor and Subcontractor. The terms of the subcontract may not conflict with the terms of the Contract, and shall contain provisions that:

8.21.1.1 require that all deliverables to be provided by the Subcontractor be provided in strict accordance with the provisions, specifications and terms of the Contract. The City may require specific documentation to confirm Subcontractor compliance with all aspects of this Contract.

8.21.1.2 prohibit the Subcontractor from further subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a



condition to such further subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;

8.21.1.3 require Subcontractors to submit all requests for payment and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include the same with its invoice or application for payment to the City in accordance with the terms of the Contract;

8.21.1.4 require that all Subcontractors obtain and maintain, throughout the term of their contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and

8.21.1.5 require that the Subcontractor indemnify and hold the City harmless to the same extent as the Contractor is required to indemnify the City.

8.21.2 The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.

8.21.3 The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than ten days after receipt of payment from the City.

8.22 **Jurisdiction And Venue.** The Contract is made under and shall be governed by the laws of the State of Texas, including, when applicable, the Uniform Commercial Code as adopted in Texas, V.T.C.A., Bus. & Comm. Code, Chapter 1, excluding any rule or principle that would refer to and apply the substantive law of another state or jurisdiction. All issues arising from this Contract shall be resolved in the courts of Travis County, Texas and the parties agree to submit to the exclusive personal jurisdiction of such courts. The foregoing, however, shall not be construed or interpreted to limit or restrict the right or ability of the City to seek and secure injunctive relief from any competent authority as contemplated herein.

8.23 **Invalidity.** The invalidity, illegality, or unenforceability of any provision of the Contract shall in no way affect the validity or enforceability of any other portion or provision of the Contract. Any void provision shall be deemed severed from the Contract and the balance of the Contract shall be construed and enforced as if the Contract did not contain the particular portion or provision held to be void. The parties further agree to reform the Contract to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this section shall not prevent this entire Contract from being void should a provision which is the essence of the Contract be determined to be void.

8.24 **Holidays.** The following holidays are observed by the City:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	January 1
Martin Luther King, Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November

Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

If a Legal Holiday falls on Saturday, it will be observed on the preceding Friday. If a Legal Holiday falls on Sunday, it will be observed on the following Monday.

- 8.25 **Survivability of Obligations.** All provisions of the Contract that impose continuing obligations on the parties, including but not limited to the warranty, indemnity, and confidentiality obligations of the parties, shall survive the expiration or termination of the Contract.
- 8.26 **Non-Suspension or Debarment Certification.** The City is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. By accepting a contract with the City, the Contractor certifies that its firm and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the Exclusions records at SAM.gov, the State of Texas, or the City of Austin.

In witness whereof, the parties have caused duly authorized representatives to execute this Contract on the dates set forth below.

**ANY BABY CAN OF AUSTIN, INC.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

*Printed Name*

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF AUSTIN**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

*PURCHASING OFFICE*

Date: \_\_\_\_\_

## **EXHIBITS**

### **Exhibit A – Program Forms**

- A.1 Program Work Statement
- A.2 Program Performance Measures
- A.3 Client Eligibility Requirements

### **Exhibit B – Program Budget Forms**

- B.1 Program Budget and Narrative
- B.2 Program Subcontractors

### **Exhibit C – Equal Employment/Fair Housing Office/Non-Discrimination Certification**



## ***Program Work Statement***

*Contract Start Date*

9/1/2015

*Contract End Date*

9/30/2018

---

### ***Program Goals And Objectives***

Preventing problems associated with lack of parenting knowledge, lack of resources for early development and lack of ability to achieve self-sufficiency for families is the highest goal of the Ready Families Collaborative. The Collaboration has developed a comprehensive Early Childhood Pipeline of Services model, endorsed by the Leadership Team of the School Readiness Action Plan (SRAP), which allows for early and progressive intervention in children's development. The services provided by our collaborative focus on 0 to 5 development and family units that support these children. Work in this Early Childhood life stage centers on ensuring that caregivers and environments for young children provide the most nurturing, stimulating and consistent care possible. To achieve this, the families served in the collaborative will be offered a range of evidence or research based services that will help their children be successful in their development, education and life.

### ***Program Clients Served***

The population that will be served is the same population eligible for City of Austin funding: low-income Travis County families who are at or below 200% of the Federal Poverty Level (FPL) with children between the ages of 0-5.

All collaborative partners welcome those who have left incarceration and are on a path to self-sufficiency, applauding their efforts to be involved in their child's educational development. Our collective staffs have demonstrated the ability to effectively work with this population.

Ready Families Collaborative clients' eligibility requirements will be documented in each individual client file within the intake and/or assessment documentation collected at program entry. Client eligibility will be reviewed by program staff and documented by signed client attestation. Additional documentation to verify eligibility by clients will include the following:

Identity- self declaration often supported by confirmation of identity by work with multiple family members.

Residency- self attestation of address supported by viewing of the home location during home visitation or fact of home location being provided by the program.

Income- current primary eligibility sources as defined by City of Austin HHS Client Eligibility Guidelines.

Agency services provided to non-eligible COA families are supported by other grants, contracts, or donations and are not a part of this funding request.

### ***Program Services And Delivery***

The Ready Families Collaboration will use a variety of evidence and research based strategies aligned with the early education pipeline and families can access the services that best match each family's eligibility, need and capacity for support. The collaborative has partners who provide information, support and education to pregnant women to decrease pre-term labor, low birth weight and other adverse birth outcomes. For families with children 0-3 the collaborative provides a diverse menu of services based on their unique needs with a focus on nurturing, attachment and appropriate early development. For families with children 3-5, collaborative services focus on enhancement of parenting skills, family stability and early literacy and social- emotional skills to prepare for ongoing educational success. Within these services, specific strategies such as two generation programming, home visiting and group-based parenting education are available to meet the holistic needs and overcome the unique barriers families experience on the way to meeting their young child's needs. These include:

Literacy/Adult Ed: Providing integrated literacy services for the whole family can break the cycle of poverty, illiteracy, and unemployment. The path out of generational poverty is education. For families where the primary caregiver has challenges with literacy and education that make it difficult for them to find or maintain a job, two generation programs are a perfect fit. Programs such as AVANCE, CIS-ASPIRE and Jeremiah Program provide literacy and educational programming and support to improve opportunities for entering the workforce and earning a living wage while also providing stimulating childcare environments for children while their parents are pursuing educational and workforce opportunities. Furthermore, these programs provide parenting education components to ensure that parents are aware of their child's development and are creating safe, stable, nurturing and stimulating environments for their children when they are together.

Home Visiting: Families, who are extremely isolated, due to documentation status, domestic violence, mental health issues, transportation barriers, language barriers or difficulties leaving home because of their child's special health care needs or disability, are provided services in their homes. Home visiting services can provide parent education, case management, mental health therapy, psycho-social education, physical therapy, speech therapy and many other supportive services in the family's home.

Parenting Education: A number of group-based parenting education strategies are offered by this collaborative for families who are in need of basic, and specific, child development and positive parent information and skills in order to ameliorate the deleterious effects of poverty. Play to Learn, Play and Learning Strategies, and Nurturing Parenting Program, are services

*Created* 4/24/2015 9:17:00 AM

*Last Modified, If Applicable* 4/27/2015 11:07:00 AM



## Program Work Statement

**Contract Start Date**

9/1/2015

**Contract End Date**

9/30/2018

where parents participate in a series of psycho-educational sessions to learn about parenting topics like early childhood development, nurturing and attachment, discipline, nutrition, creating stimulating learning environments for children, etc and work directly with their child in the program to implement the information they are learning and get support on how to make it successful.

The extensive and holistic services provided by the 10 collaborative partners are the following:

Any Baby Can

Nurse Family Partnership (NFP) - helps low-income first-time mothers and their children with registered nurses serving as home visitors. Services begin prenatally and continue with child development education until the child is 2 years old. NFP home visitors work with families to achieve 3 main goals: 1) Improve pregnancy outcomes by helping women engage in preventive health practices; 2) Improve child health and development by helping parents provide responsible and competent care; 3) Improve the economic self-sufficiency of the family by helping parents develop a vision for their own future, plan future pregnancies, continue their education and find work.

Parents as Teachers (PAT) - ABC staff utilizes the evidence-based PAT curriculum focusing on home-based parent education and child development to strengthen low-income families with young children whose well-being is at risk or who have a mild developmental delay. PAT home visitors work with clients in their home to create stable and safe family environments, address developmental delays, increase school readiness and encourage parent involvement in school and community. These result in improved parental confidence and competence, leading to greater family stability and appropriate emotional development of the child.

Nurturing Parenting Program (NPP)-Using the NPP curriculum, classes give parents and caregivers the tools and skills to support their children's success in school and raise a healthy family. ABC staff work with parents to be proactive, confident, and be appropriate role models for their children.

Medical Case Management (MCM) - serves families of children with physical, developmental, emotional or behavioral special health care needs. Parents and children receive emotional support, learn coping skills, and are connected to community resources. A variety of family events are provided throughout the year so families can meet, have fun and support each other.

Early Childhood Intervention (ECI) -serves families with children 0 to 36 months with a developmental delay, medically diagnosed condition or auditory or visual impairment. The ECI model was built on the understanding that the most effective time to improve a child's ability to grow and learn is before the age of 3. ECI helps children reach their full potential and increases parents' knowledge, skills, and ability to support their child's physical, mental, and emotional development.

Austin Children's Services

Strong Start Therapeutic Early Childhood Program- prevents child abuse and neglect in high-risk families with children under age 6 and includes combining intense home visitation services using the evidence-based Incredible Years curriculum to increase positive parenting and decrease harsh parental strategies, with therapeutic classes to enhance child social emotional development and decrease challenging child behaviors.

AVANCE

Parent-Child Program- Through its 9 month evidence-based program, scheduled to run from mid-September through the end of May, AVANCE provides parenting and early childhood instruction, ESL classes, educational toy-making, home visits, case management, supportive services and developmental screenings. All classes are taught in Spanish by bilingual, culturally competent staff. AVANCE's services demonstrably help children succeed in school, prevent child abuse and neglect and break families' trans-generational cycle of poverty. Children become school-ready while parents learn to play an important, proactive role in counteracting risk factors that later lead to underachievement.

Camp Fire, KLRU and YMCA

Play to Learn- provides parent education and digital literacy instruction to families through a weekly play-based intervention.

Families are able to learn essential school readiness strategies to prepare their young children for Kindergarten. Highly trained early childhood facilitators work with families during the program to address observable issues such as aggressive behaviors, inattentiveness, or how to support language development and cooperative, engaging activities.

Communities in Schools

Parents as Teachers- Parent educators provide regular home visits that follow the award-winning, evidence-based PAT curriculum, which combines an in-depth knowledge of early childhood development with recent neuroscience research findings on early learning.

Incredible Years-Parents participate in 18 sessions, scheduled weekly with sessions beginning in both the fall and spring, of the evidence-based Incredible Years program which provides parents with tangible tools to help children reach developmentally appropriate milestones. Topics covered include nutrition, behavior management, social/emotional development, literacy at home, parental stress, and safety. Parent Educators strongly emphasize developing pre-literacy skills in young children with group sessions including reading along, modeling reading, and learning games and at each session, parents are given materials to continue the pre-literacy skill building activities at home. Each family receives at least 1 developmentally appropriate book per month in their home language.

*Created* 4/24/2015 9:17:00 AM

*Last Modified, If Applicable* 4/27/2015 11:07:00 AM



## ***Program Work Statement***

***Contract Start Date***

**9/1/2015**

***Contract End Date***

**9/30/2018**

ASPIRE- ASPIRE provides a minimum of 16 hours per week of Adult Basic Education (ABE), General Educational Development (GED), English as a Second Language (ESL) and computer literacy classes. Students that attain a GED set goals for further education and vocational training and are supported through a partnership with Austin Community College to begin coursework. ASPIRE provides center-based early childhood education to infants, toddlers, and preschoolers focusing on oral language development, vocabulary, phonological awareness, comprehension, and print knowledge. The Incredible Years curriculum fosters school readiness and appropriate classroom skills and behavior in the 3 year old classroom.

Jeremiah Program

National High Scope Curriculum- is a dual-generation program that breaks the cycle of poverty for low-income single mothers and their children through services that include support for a college education, parenting education and high quality early childhood education. Jeremiah Program has evaluative procedures in place at every step in a family's experience to ensure appropriate progress and to measure the lasting impact of this unique model. Participants work with a staff coach on family goal setting, academic support and crisis intervention.

Literacy Coalition of Central Texas (LCCT)

Play as Learning Strategies- is proven to help children enter school ready and improve literacy levels of parents and their children. In addition to these services, ABC will be the collaborative lead and fiscal agent supporting compliance with contract requirements, achievement of contract deliverables, coordination of services, and fiscal oversight of subcontractors. ABC is uniquely positioned to facilitate this partnership given the 10+ year history of successfully executing contracts with the City of Austin.

United Way for Greater Austin

Provide support in performance measurement and data collection.

### ***System for Collecting and Reporting Program Data***

All collaborative partners will be asked to turn in preliminary performance data and financial information monthly in a simple format with any revisions incorporated quarterly for reporting for the full collaborative to the City of Austin. Partners will be expected to get their quarterly final performance measure information to ABC 5 days prior to the final City of Austin due date to ensure adequate time for compilation and corrections as needed. ABC's current system includes procedures for utilizing various government data tracking and evaluation systems as well as our internal customized database using SQL Server for data storage and analysis, Access for data entry and Crystal Report for data reporting. Specific procedures are in place for data collection, reporting, and quality assurance. Client data is collected and entered in the database on a regular basis.

### ***Performance Evaluation***

Performance measures including output and outcomes are regularly reviewed to assess progress toward intended goals, unexpected successes and unplanned challenges. Performance measures will be reviewed at each collaborative meeting and any challenges with collection, calculation or performance will be discussed. Additional exploratory data points with collaborative benchmarks will be reviewed at quarterly collaborative meetings to consider for future analysis.

### ***Quality Improvement***

When quantitative data points indicate a challenge or concern additional quantitative and qualitative data will be pursued. Once the challenge has been clearly identified a performance improvement plan will be developed to identify areas that are lacking, ways to improve, timelines and responsible parties. ABC will pursue all avenues for technical assistance for any challenges and feels confident that through focused problem-solving collaborative partners and their community connections will create solutions. If initial performance improvement plans are not given their due diligence, corrective action plans with progressive consequences will be implemented.

### ***Service Coordination with Other Agencies***

Each agency fulfills a different yet significant place in the "Early Childhood Services Pipeline" – which is a continuum of services ranging from low to high intensity so duplications are removed by design. The collaboration intends to mitigate duplication of services by becoming knowledgeable in partner programming, communicating regarding their available agency services and enrollment periods, planning for common intake questions and facilitating "warm hand-offs" during referral processes. To ensure these steps are coordinated and efficient, part of the Collaboration Project Manager's role will be to update and share contacts, procedures and partner service openings on a monthly basis with all partners via project collaboration software, such as Basecamp. This forum will be used to communicate, log deadlines, and share files. Currently, each agency has its own Information & Referral process. At Program Director meetings, staff will discuss any

***Created*** 4/24/2015 9:17:00 AM

***Last Modified, If Applicable*** 4/27/2015 11:07:00 AM



## ***Program Work Statement***

***Contract Start Date***

**9/1/2015**

***Contract End Date***

**9/30/2018**

remaining information concerning outreach, intake and service delivery. Direct service staff is well-informed of eligibility requirements to qualify for public benefits and resources as well as the application process for receiving them. Training opportunities for staff will be available. Due to this knowledge, as clients receive collaborative services they can easily be identified as potential eligible candidates for specific benefits. Providing clients with accurate information on obtaining benefits with follow up and help on barriers to receipt or linking them directly, greatly increases the chances the client will connect to needed resources. Collaborative partners will offer the following services to active clients in their programming. These will be considered in identifying the best program for a family. Transportation assistance-ABC, ACS, CIS; Basic needs emergency assistance-ABC, CIS; Onsite meals-ACS; Mental health services-ABC, ACS; Childcare/preschool-ABC, ACS, Jeremiah Program, YMCA; Health literacy & nutrition education-AVANCE; Housing-Jeremiah Program; Social media engagement (Facebook)-KLRU; Outdoor family activities-Camp Fire.

### ***Service Collaboration with Other Agencies***

ABC will provide services as a part of this collaborative and subcontract with 9 other partners to provide a comprehensive pipeline of services for children in the early childhood Life Continuum. The service partners include: Austin Children's Shelter, AVANCE, Camp Fire Balcones Council, Communities In Schools, Jeremiah Program, KLRU, Literacy Coalition of Central Texas, YMCA of Austin, and United Way for Greater Austin. UWGA will be a non-funded partner providing ongoing support to the collaborative in the form of expertise in collaborative management, document drafting, research and information sharing as well as performance measurement tracking and data management to guarantee data is collected and shared to the wider community.

### ***Community Planning Activities***

This collaboration represents the collective efforts of the Ready Families Support Network, which is a workgroup of the community's Success By 6 SRAP. The Network has convened, via UWGA, quarterly to continue the forward movement of the SRAP. Collaborative partners participate in the UWGA Early Childhood Stakeholders meetings, contribute to the Community Advancement Network's numerous community input opportunities and provide data relevant to the needs, demographics, and trends affecting Austin/Travis County. Several partners are task force members in HACA's HUD Choice Neighborhood Initiative which employs a comprehensive approach to transforming a distressed neighborhood.

***Created*** 4/24/2015 9:17:00 AM

***Last Modified, If Applicable*** 4/27/2015 11:07:00 AM

**Program Performance Measures**

		<i>Period</i>			<i>Contract Term</i>
		<i>1</i>	<i>2</i>	<i>3</i>	
	<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
	<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

<i>Outputs</i>		<i>Period</i>			<i>Contract Term **</i>
		<i>1</i>	<i>2*</i>	<i>3*</i>	
<i>ID</i>	<i>Output Measure Description</i>				
1	Total Number of Unduplicated Clients Served	942	936	936	2295

<i>Outcomes</i>		<i>Period</i>			<i>Contract Term **</i>
		<i>1</i>	<i>2*</i>	<i>3*</i>	
<i>ID</i>	<i>Outcome Measure Description</i>				
	Number of individuals making progress on their treatment plan goal(s)	347	347	347	881
3B	Number of individuals evaluated for progress on treatment plan goals(s)	432	432	432	1096
	Percent of individuals making progress toward their treatment plan goals	80.32	80.32	80.32	80.38
	Number of individuals demonstrating improved life skill(s)	1255	1255	1255	3450
5B	Number of individuals participating in the activity	1565	1565	1565	4402
	Percent of individuals who demonstrate improved life skills	80.19	80.19	80.19	78.37

\* Goal Served May Include Carry-Over From Previous Period

\*\* Goal Served Spans Contract Term / May Not Include Carry-Over / Clients Served Must Be &lt; or = Sum of Periods)

Created: 4/24/2015 10:45:00 AM Last Modified, If Applicable: 4/27/2015 11:13:00 AM

# **City of Austin Health and Human Services**

## **Social Service Contracts**

### **Client Eligibility Requirements**

**UNLESS OTHERWISE STATED IN THE CONTRACT WORK STATEMENT, THESE REQUIREMENTS APPLY TO ALL CLIENTS SERVED WITH CITY SOCIAL SERVICES FUNDING.**

#### **GENERAL**

- Eligibility requirements for clients served under grant contracts will be determined by the grantor.
- Agency must maintain a record of client eligibility (e.g. client file or electronic record) that includes documentation of:
  - ◆ Annual certification of client eligibility
  - ◆ Services provided to client
- Agency must recertify client when notified of a change in family circumstances (e.g. family income, residence, and/or family composition)
- Unless specified by Grant/Funding Source, re-certification of clients is required not less than once every 12 months (unless required earlier by a change in family circumstances)
- Homeless clients:
  - ◆ If the program eligibility requires homeless status, the residency requirements and income requirements do not apply
  - ◆ Homeless status must be documented by a signed (1) Homeless Eligibility Form or Homeless Self-Declaration Form and (2) entry into Homeless Management Information System (HMIS) database. These forms must be developed by the agency and be approved by the City contract manager.
- Other Client populations:
  - ◆ Clients in programs serving victims of violence are not subject to residency or income requirements
  - ◆ Eligibility exceptions for any other type of clients and/or documentation situations must be described in Contract Work Statement
- Date of receipt by agency must be indicated on all documentation in client file

#### **IDENTITY**

- Client must provide proof of identity in order to receive City-funded services, documented by:
  - ◆ A government –issued identification; or
  - ◆ A signed Self-Declaration of Identity supported by client residency documentation

#### **RESIDENCY**

- City-funded clients must be a resident of the City of Austin (Full Purpose Jurisdiction) and/or Travis County
  - ◆ Residence must be documented by proof of address that includes client name (e.g. City utility bill, lease, letter from landlord, etc.)
  - ◆ Residency eligibility must be verified by one or more of the following sources:
    - Austin GIS Jurisdictions Web Map (<http://www.austintexas.gov/gis/JurisdictionsWebMap/>)
    - Travis County Appraisal District website (<http://www.traviscad.org>)

# City of Austin Health and Human Services

## Social Service Contracts

### Client Eligibility Requirements

- U.S. Postal Service website (verification of County only) ([www.usps.com](http://www.usps.com))

#### **INCOME**

- Client intake form must reflect wages/income of all family members 18 years old or older living in the household
- Determination of Family Size:
  - ♦ For the purposes of determining eligibility for City-funded services, a family unit consists of:
    - A person living alone:
      - An adult living alone
      - A minor child living alone or with others who are not responsible for the child's support
    - Two or more persons living together who are wholly or partially responsible for the support of the other person/people:
      - Two persons in a domestic partnership, or legal or common-law marriage
      - One or both legal parents and minor children
      - One or both adult caretakers of minors and the caretaker(s)'s minor children. Note: a caretaker is one or both adults(s) who performs parental functions (provision of food, clothing, shelter, and supervision) for a minor.
- Family income must be 200% or less of current Federal Poverty Income Guidelines (FPIG) to be eligible for City-funded services; agency must update its FPIG categories when Federal figures change. Income inclusions and exclusions are based on Texas Administrative Code §5.19 and are as follows:

#### **(1) Included Income:**

- (A) Temporary Assistance for Needy Families (TANF);
- (B) Money, wages and salaries before any deductions;
- (C) Net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses);
- (D) Regular payments from social security, including Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI);
- (E) Railroad retirement;
- (F) Unemployment compensation;
- (G) Strike benefits from union funds;
- (H) Worker's compensation;
- (I) Training stipends;
- (J) Alimony;
- (K) Military family allotments;
- (L) Private pensions;
- (M) Government employee pensions (including military retirement pay);
- (N) Regular insurance or annuity payments; and
- (O) Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts; and net gambling or lottery winnings.

#### **(2) Excluded Income:**

- (A) Capital gains; any assets drawn down as withdrawals from a bank;
- (B) The sale of property, a house, or a car;
- (C) One-time payments from a welfare agency to a family or person who is in temporary financial difficulty;



# City of Austin Health and Human Services

## Social Service Contracts

### Client Eligibility Requirements

- (D) Tax refunds, gifts, loans, and lump-sum inheritances;
- (E) One-time insurance payments or compensation for injury;
- (F) Non-cash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits;
- (G) Food or housing received in lieu of wages;
- (H) The value of food and fuel produced and consumed on farms;
- (I) The imputed value of rent from owner-occupied non-farm or farm housing;
- (J) Federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, and school lunches;
- (K) Housing assistance and combat zone pay to the military;
- (L) Veterans (VA) Disability Payments;
- (M) College scholarships, Pell and other grant sources, assistantships, fellowships and work study, VA Education Benefits (GI Bill); and
- (N) Child support payments.

- Client income amounts must reflect *Gross Income*, before any deductions
- If any adult family member has no income, a Self-Declaration of No Income form is required for that individual
- Income documentation requirement:
  - ❖ Programs providing financial assistance to or on behalf of clients (including but not limited to rent, utilities, arrears, child care, tuition, occupational training): the client file must include primary eligibility sources; declaration of eligibility for another program (e.g., TANF, Free/Reduced/School Lunch Program) is not adequate documentation of eligibility
  - ❖ Programs which do not provide financial assistance to or on behalf of clients: the client file must include primary eligibility sources or a self-declaration of income form

**Any question about eligibility criteria not addressed here or for which the contractor needs clarification must be referred to the contractor's City contract manager. The City has final authority to declare an individual eligible or not eligible for City-funded services based on the criteria in this document.**

## Program Budget and Narrative

	<i>1</i>	<i>Period 2</i>	<i>3</i>	<i>Contract Start Contract End</i>	<i>9/1/2015 9/30/2018</i>
<i>Period Start Date</i>	<b>9/1/2015</b>	<b>10/1/2016</b>	<b>10/1/2017</b>		
<i>Period End Date</i>	<b>9/30/2016</b>	<b>9/30/2017</b>	<b>9/30/2018</b>	<b>Total</b>	
<i>Salary plus Benefits</i>	<b>\$557,673.00</b>	<b>\$557,673.00</b>	<b>\$557,673.00</b>	<b>\$1,673,019.00</b>	
<i>General Operations Expenses</i>	\$72,327.00	\$72,327.00	\$72,327.00	\$216,981.00	
<i>Program Subcontractors</i>	\$856,579.00	\$856,579.00	\$856,579.00	\$2,569,737.00	
<i>Staff Travel</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Conferences</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Operations SubTotal</i>	<b>\$928,906.00</b>	<b>\$928,906.00</b>	<b>\$928,906.00</b>	<b>\$2,786,718.00</b>	
<i>Food and Beverages for Clients</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Financial Direct Assistance to Clients</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Other Assistance Amount</i>	\$0.00	\$0.00	\$0.00	\$0.00	
<i>Direct Assistance SubTotal</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<i>Capital Outlay Amount</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
<b>Total</b>	<b>\$1,486,579.00</b>	<b>\$1,486,579.00</b>	<b>\$1,486,579.00</b>	<b>\$4,459,737.00</b>	
<i>Total Period Percentage</i>	33.33	33.33	33.33		

### Detailed Budget Narrative

<b>Salaries plus Benefits</b>	Any Baby Can direct service and administrative staff salaries and fringe benefits. Fringe benefits include Social Security, Medicare, and Unemployment tax, worker's compensation, health, dental, vision, and life/LTD insurance.
<b>General Op Expenses</b>	Telephone, Cell Phone, Occupancy Costs, Internet, Postage, Office, Program, and Janitorial Supplies, Agency Vehicle Usage, Equipment Rental, Criminal Background Checks, Annual Audit and 990 preparation, Contract IT services, accounting software maintenance and service, database subscription and consultation, Parents as Teachers affiliation fees, Insurance – General Liability, Nonprofit Umbrella, Directors and Officers, Auto, Employee Theft and Dishonesty
<b>Program Subcontractors</b>	Includes direct service/support staff salaries and fringe benefits; general operating expenses; and direct assistance costs incurred by partner agencies.
<b>Staff Travel</b>	N/A
<b>Conferences</b>	N/A
<b>Food and Beverage</b>	N/A
<b>Financial Assistance</b>	N/A
<b>Other Assistance</b>	N/A
<b>Capital Outlay</b>	N/A

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Communities in Schools of Central Texas

<b>Unduplicated Count</b>	189	189	189	567
<b>Amount</b>	\$300,000.00	\$300,000.00	\$300,000.00	\$900,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Comprehensive dual generation family literacy programming; PAT home visiting; Incredible Years group parenting classes

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

AVANCE-Austin

<b>Unduplicated Count</b>	67	67	67	201
<b>Amount</b>	\$130,000.00	\$130,000.00	\$130,000.00	\$390,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Parenting and Early Education classes; home-visitation and case management; transportation and food



**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Camp Fire USA Balcones Council

<i>Unduplicated Count</i>	120	120	120	360
<i>Amount</i>	\$60,000.00	\$60,000.00	\$60,000.00	\$180,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Camp Fire Play to Learn; 2 Generation parenting program

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

YMCA of Austin

<i>Unduplicated Count</i>	120	120	120	360
<i>Amount</i>	\$90,832.00	\$90,832.00	\$90,832.00	\$272,496.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

YMCA of Austin Play to Learn program

**Program Subcontractors**

	<i>Period</i>			<i>Contract</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>Term</i>
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Jeremiah Program

<i>Unduplicated Count</i>	8	8	8	24
<i>Amount</i>	\$50,000.00	\$50,000.00	\$50,000.00	\$150,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Early childhood education services; Family support including parenting services

**Program Subcontractors**

	<i>Period</i>			<i>Contract</i>
	<i>1</i>	<i>2</i>	<i>3</i>	<i>Term</i>
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Literacy Coalition of Central Texas

<i>Unduplicated Count</i>	92	92	92	276
<i>Amount</i>	\$85,095.00	\$85,095.00	\$85,095.00	\$255,285.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Administer the Playing and Learning Strategies (PALS) program in multiple sites and classrooms

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Capital of Texas Public Telecommunications Council-dba KLRU

<i>Unduplicated Count</i>	120	120	120	360
<i>Amount</i>	\$65,652.00	\$65,652.00	\$65,652.00	\$196,956.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Play to Learn workshop series



**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Capital of Texas Public Telecommunications Council-dba KLRU

<i>Unduplicated Count</i>	120	120	120	360
<i>Amount</i>	\$65,652.00	\$65,652.00	\$65,652.00	\$196,956.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Play to Learn workshop series

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Austin Children's Services

<i>Unduplicated Count</i>	24	24	24	72
<i>Amount</i>	\$75,000.00	\$75,000.00	\$75,000.00	\$225,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Evidence-based home visitation services coupled with therapeutic early childhood classes for children

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Capital of Texas Public Telecommunications Council-dba KLRU

<i>Unduplicated Count</i>	120	120	120	360
<i>Amount</i>	\$65,652.00	\$65,652.00	\$65,652.00	\$196,956.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Play to Learn workshop series

**Program Subcontractors**

	<i>Period</i>			<i>Contract Term</i>
	<i>1</i>	<i>2</i>	<i>3</i>	
<i>Start Date</i>	10/1/2015	10/1/2016	10/1/2017	9/1/2015
<i>End Date</i>	9/30/2016	9/30/2017	9/30/2018	9/30/2018

**Subcontractor's Information****Name**

Austin Children's Services

<i>Unduplicated Count</i>	24	24	24	72
<i>Amount</i>	\$75,000.00	\$75,000.00	\$75,000.00	\$225,000.00

**Length of Term***Start Date* 10/1/2015*End Date* 9/30/2018**Services to be subcontracted**

Evidence-based home visitation services coupled with therapeutic early childhood classes for children

**City of Austin, Texas  
EQUAL EMPLOYMENT/FAIR HOUSING OFFICE  
NON-DISCRIMINATION CERTIFICATION**

**City of Austin, Texas  
Human Rights Commission**

To: City of Austin, Texas, ("OWNER")

I hereby certify that our firm conforms to the Code of the City of Austin, Section 5-4-2 as reiterated below:  
Chapter 5-4. Discrimination in Employment by City Contractors.

**Sec. 4-2 Discriminatory Employment Practices Prohibited.** As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations and agrees:

- (B) (1) Not to engage in any discriminatory employment practice defined in this chapter.
- (2) To take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination being practiced against them as defined in this chapter. Such affirmative action shall include, but not be limited to: all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising; selection for training and apprenticeship, rates of pay or other form of compensation, and layoff or termination.
- (3) To post in conspicuous places, available to employees and applicants for employment, notices to be provided by OWNER setting forth the provisions of this chapter.
- (4) To state in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to Contractors in which said union or organization has agreed not to engage in any discriminatory employment practices as defined in this chapter and to take affirmative action to implement policies and provisions of this chapter.
- (6) To cooperate fully with OWNER's Human Rights Commission in connection with any investigation or conciliation effort of said Human Rights Commission to ensure that the purpose of the provisions against discriminatory employment practices are being carried out.
- (7) To require compliance with provisions of this chapter by all subcontractors having fifteen or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with OWNER subject to the terms of this chapter.

For the purposes of this Offer and any resulting Contract, Contractor adopts the provisions of the City's Minimum Standard Nondiscrimination Policy set forth below.

**City of Austin  
Minimum Standard Non-Discrimination in Employment Policy:**

*As an Equal Employment Opportunity (EEO) employer, the Contractor will conduct its personnel activities in accordance with established federal, state and local EEO laws and regulations.*

*The Contractor will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, age, religion, veteran status, gender identity, disability, or sexual orientation. This policy covers all aspects of employment, including hiring, placement, upgrading, transfer, demotion, recruitment, recruitment advertising, selection for training and apprenticeship, rates of pay or other forms of compensation, and layoff or termination.*

*Further, employees who experience discrimination, sexual harassment, or another form of harassment should immediately report it to their supervisor. If this is not a suitable avenue for*



*addressing their complaint, employees are advised to contact another member of management or their human resources representative. No employee shall be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of reporting a violation of this policy. Furthermore, any employee, supervisor, or manager who becomes aware of any such discrimination or harassment should immediately report it to executive management or the human resources office to ensure that such conduct does not continue.*

*Contractor agrees that to the extent of any inconsistency, omission, or conflict with its current non-discrimination employment policy, the Contractor has expressly adopted the provisions of the City's Minimum Non-Discrimination Policy contained in Section 5-4-2 of the City Code and set forth above, as the Contractor's Non-Discrimination Policy or as an amendment to such Policy and such provisions are intended to not only supplement the Contractor's policy, but will also supersede the Contractor's policy to the extent of any conflict.*

UPON CONTRACT AWARD, THE CONTRACTOR SHALL PROVIDE A COPY TO THE CITY OF THE CONTRACTOR'S NON-DISCRIMINATION POLICY ON COMPANY LETTERHEAD, WHICH CONFORMS IN FORM, SCOPE, AND CONTENT TO THE CITY'S MINIMUM NON-DISCRIMINATION POLICY, AS SET FORTH HEREIN, **OR** THIS NON-DISCRIMINATION POLICY, WHICH HAS BEEN ADOPTED BY THE CONTRACTOR FOR ALL PURPOSES (THE FORM OF WHICH HAS BEEN APPROVED BY THE CITY'S EQUAL EMPLOYMENT/FAIR HOUSING OFFICE), WILL BE CONSIDERED THE CONTRACTOR'S NON-DISCRIMINATION POLICY WITHOUT THE REQUIREMENT OF A SEPARATE SUBMITTAL.

**Sanctions:**

Our firm understands that non-compliance with Chapter 5-4 may result in sanctions, including termination of the contract and suspension or debarment from participation in future City contracts until deemed compliant with the requirements of Chapter 5-4.

**Term:**

The Contractor agrees that this Section 0800 Non-Discrimination Certificate or the Contractor's separate conforming policy, which the Contractor has executed and filed with the Owner, will remain in force and effect for one year from the date of filing. The Contractor further agrees that, in consideration of the receipt of continued Contract payments, the Contractor's Non-Discrimination Policy will automatically renew from year-to-year for the term of the underlying Contract.

Dated this 26th day of May, 2015

CONTRACTOR

Authorized  
Signature

Title

Any Baby Can  
Allee  
President and CEO

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

**1. EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to [CityHSRFA2014@austintexas.gov](mailto:CityHSRFA2014@austintexas.gov) by 4 PM on April 11<sup>th</sup>, 2014. Questions not submitted to the email address above or after the deadline will not be addressed. Questions and Answers will be available at the following link: <http://austintexas.gov/article/social-services-solicitation>

**2. INSURANCE:** Insurance is required for this solicitation.

**Contractor shall have, and shall require all Subcontractors of every tier providing services under this Contract to have,** Standard Insurance meeting the General Requirements as set forth below and sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards. Depending on services provided by Contractor and/or Subcontractor(s), Supplemental Insurance Requirements or Alternate Insurance Options shall be imposed as follows:

**I. General Requirements Applicable to All Contractors' Insurance.**

The following requirements (A-J) apply to the **Contractor and to Subcontractor(s) of every tier** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

- A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.
- B. Insurance shall be written by companies licensed in the State of Texas with an A.M. Best rating of B+ VII or higher.
- C. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to the Human Services Administration Unit upon request. Execution of this Contract will not occur until such evidence of insurance has been provided and accepted by the City.
- D. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Human Services Administration Unit. The Certificate(s) shall show the City of Austin Contract number and all endorsements by number.
- E. Insurance required under this Contract which names City of Austin as Additional Insured shall be considered primary for all claims.
- F. Insurance limits shown below may be written as primary or structured using primary and excess or umbrella coverage that follows the form of the primary policy.
- G. City shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.
- H. City reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.
- I. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.
- J. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of the Contractor or Subcontractor(s).

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

- K. The City will accept endorsements providing equivalent coverage if the insurance carrier does not use the specific endorsements indicated below.

**II. Specific Requirements**

The following requirements (II.A - II.G, inclusive) apply to the **Contractor and to Subcontractor(s) of every tier** performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

**A. Workers' Compensation and Employers' Liability Insurance**

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
2. Employers' Liability limits are
  - \$100,000 bodily injury each accident
  - \$100,000 bodily injury by disease
  - \$500,000 policy limit
3. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of City of Austin:
  - a. Waiver of Subrogation (Form 420304)
  - b. Thirty (30) day Notice of Cancellation (Form 420601)

**B. Commercial General Liability Insurance**

1. Minimum limits:
  - \$500,000\* combined single limit per occurrence for coverage A and B.
  - \*Supplemental Insurance Requirement
  - If eldercare, childcare, or housing for clients is provided, the required limits shall be:
    - \$1,000,000 per occurrence
2. The Policy shall contain or be endorsed as follows:
  - a. Blanket Contractual liability for this Contract
  - b. Products and Completed Operations
  - c. Independent Contractor Coverage
3. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
  - a. Waiver of Subrogation (Form CG 2404)
  - b. Thirty (30) day Notice of Cancellation (Form CG 0205)
  - c. City of Austin named as additional insured (Form CG 2010)
4. If care of a child is provided outside the presence of a legal guardian or parent, the Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
  - The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.

**C. Business Automobile Liability Insurance**

1. Minimum limits:

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

\$500,000 combined single limit per occurrence

- a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
2. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
  - a. Waiver of Subrogation (Form CA 0444)
  - b. Thirty (30) day Notice of Cancellation (Form CA 0244)
  - c. City of Austin named as additional insured (Form CA 2048)

**D. Professional Liability Insurance**

Coverage shall be provided with a minimum limit of \$1,000,000 per claim to cover negligent acts, errors, or omissions arising out of Professional Services under this Contract.

**E. Blanket Crime Policy Insurance**

A Blanket Crime Policy **providing coverage for employee dishonesty** shall be required with limits equal to or greater than the sum of all Contract Funds allocated by the City. Acceptance of alternative limits shall be approved by the HHSD Director.

**F. Directors and Officers Insurance**

Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Agreement and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Agreement and for not less than twenty-four (24) months following the end of the Agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Agreement or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

**G. Property Insurance**

If the Contract provides funding for the purchase of property or equipment the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

- H. Commercial Crime Insurance** for all losses emanating from the handling of checks or cash including but not limited to losses resulting from dishonest or criminal acts, fraud, embezzlement, forgery, misappropriation or loss of funds and errors in the processing or reporting of funds. This policy shall be written for a minimum limit of the sum total dollar amount of City contracts for social services.

- III. Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

**3. TERM OF CONTRACT:**

- A. The Contract shall be in effect for an initial term of 36 months and may be extended thereafter for up to 3 additional 12 month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.

**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 180 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
- D. Prices are firm and fixed for the first 12 months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

**4. RECYCLED PRODUCTS:**

- A. The City prefers that Offerors offer products that contain recycled materials. When a recycled product is offered by the Offeror, the Offeror must state in their Offer the percentage of the product that is recycled and must include a list of the recycled materials that are contained in the product.
- B. The recycled content of paper products offered to the City shall be in accordance with the Federal Environmental Protection Agency's Recycled Product Procurement Guidelines. These guidelines are available at <http://www.epa.gov/cpg/>.

**5. INTERLOCAL PURCHASING AGREEMENTS:** (applicable to competitively procured goods/services contracts).

- A. The City has entered into Interlocal Purchasing Agreements with other governmental entities, pursuant to the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. The Contractor agrees to offer the same prices and terms and conditions to other eligible governmental agencies that have an interlocal agreement with the City.
- B. The City does not accept any responsibility or liability for the purchases by other governmental agencies through an interlocal cooperative agreement.

**7. OWNERSHIP AND USE OF DELIVERABLES:** The City shall own all rights, titles, and interests throughout the world in and to the Deliverables.

- A. **Patents:** As to any patentable subject matter contained in the Deliverables, the Contractor agrees to disclose such patentable subject matter to the City. Further, if requested by the City, the Contractor agrees to assign and, if necessary, cause each of its employees to assign the entire right, title, and interest to specific inventions under such patentable subject matter to the City and to execute, acknowledge, and deliver and, if necessary, cause each of its employees to execute, acknowledge, and deliver an assignment of letters patent, in a form to be reasonably approved by the City, to the City upon request by the City.
- B. **Copyrights:** As to any Deliverable containing copyrighted subject matter, the Contractor agrees that upon their creation, such Deliverables shall be considered as work made-for-hire by the Contractor for the City and the City shall own all copyrights in and to such Deliverables, provided however, that nothing in this Paragraph 36 shall negate the City's sole or joint ownership of any such Deliverables arising by virtue of the City's sole or joint authorship of such Deliverables. Should by operation of law, such Deliverables not be considered work made-for-hire, the Contractor hereby assigns to the City (and agrees to cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver an assignment to the City of Austin) all worldwide right, title, and interest in and to such Deliverables. With respect to such work made-for-hire, the Contractor agrees to execute, acknowledge and deliver and cause each of its employees providing services to the City hereunder to execute, acknowledge, and deliver a work-for-hire agreement, in a form to be reasonably approved by the City, to the City upon delivery of such Deliverables to the City or at such other time as the City may request.



**CITY OF AUSTIN  
PURCHASING OFFICE  
SUPPLEMENTAL PURCHASE PROVISIONS**

- C. **Additional Assignments:** The Contractor further agrees to, and if applicable, cause each of its employees to execute, acknowledge, and deliver all applications, specifications, oaths, assignments, and all other instruments which the City might reasonably deem necessary in order to apply for and obtain copyright protection, mask work registration, trademark registration and/or protection, letters patent, or any similar rights in any and all countries and in order to assign and convey to the City, its successors, assigns, and nominees, the sole and exclusive right, title, and interest in and to the Deliverables. The Contractor's obligations to execute acknowledge, and deliver (or cause to be executed, acknowledged, and delivered) instruments or papers such as those described in this Paragraph 36 A., B., and C. shall continue after the termination of this Contract with respect to such Deliverables. In the event the City should not seek to obtain copyright protection, mask work registration or patent protection for any of the Deliverables, but should arise to keep the same secret, the Contractor agrees to treat the same as Confidential Information under the terms of Paragraph above.

**SCOPE OF WORK  
CITY OF AUSTIN  
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

**1. INTRODUCTION**

The overall objective for this competitive solicitation is to establish contracts with community-based organizations for services that promote self-sufficiency across the Life Continuum in an amount approximately \$13,815,227 per 12-month period. The contracted services shall target people who are residents of Austin and/or Travis County with gross income at or below 200% of federal poverty guidelines, with exceptions to this eligibility requirement for services designed specifically for homeless individuals and families and services designed specifically for victims of sexual and domestic violence.

To that end, the City of Austin (City) seeks applications in response to this Request for Applications (RFA) from qualified providers (Applicants) with demonstrated experience in providing social services to children, youth, adults and families, and/or seniors and persons with disabilities with diverse needs along a self-sufficiency continuum. The City requests applications that address social services' self-sufficiency goals across the Life Continuum.

**1.1 Self-sufficiency Goals:**

- a. Safety Net/Infrastructure Services: Ensure that no person is without such basic necessities as food, clothing, health, shelter, and behavioral health care, or constitutionally-guaranteed legal rights
- b. Transition Out of Poverty: Ensure developmental, educational, employment and other special opportunities for disadvantaged persons to further self-reliance
- c. Problem Prevention: Deter the growth of problem conditions at the individual and community level through education, preventive physical and behavioral health programs, crime prevention and other preventive programs
- d. Universal Support Services: Provide family and societal support services in response to long-term issues such as poverty and new problems created by urbanization and technological advances. These include education, child care, counseling and assistance for the aging, youth, homeless, and unemployed, rehabilitation services and other support rehabilitation services
- e. Enrichment: Encourage personal development and community enrichment through cultural and educational programs

**1.2 Life Continuum Categories:**

- a. Early Childhood: Represents the critical developmental period from birth through 5 years old. It provides the continuum of care (prevention, intervention, and treatment) that nurtures children to their optimal development in all domains: physical, social, emotional, language, and intellectual. Early childhood services support the evidence that children's development is intertwined with their environments and relationships at home, at school, and in the community, and with the adults in those environments including parents/families, caregivers, teachers, and service providers.
- b. Youth: Focuses on the lives and needs of youth and adolescents, defined as individuals ages 6-21, by addressing areas of opportunity, out of school time, youth enrichment, and healthy development. Through the participation of these programs, youth are given the

**SCOPE OF WORK  
CITY OF AUSTIN  
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

tools to successfully transition through the educational continuum to employment; experience physical and emotional well-being; understand learning and training opportunities; and experience positive growth for themselves and their community.

- c. **Adults and Families:** Focuses on assisting adults and families with meeting their essential needs and improving or maintaining their quality of life by providing basic needs, housing and homeless services, behavioral health, workforce development and other social services.
- d. **Seniors & Persons with Disabilities:** With a rapidly growing number of seniors, defined as individuals of 55 years of age or older, and a significant population of people with disabilities, including both physical and mental disabilities, services to these individuals are intended to help them maintain dignity, independent living, housing stability, and to assist with basic needs.

Contracts entered into under this RFA are anticipated to be for an initial three-year period, beginning October 1, 2015, with three one-year renewal options for a total contract period not to exceed six (6) years. All contracts awarded through this solicitation will require authorization of the Austin City Council. The City Council has directed that final contract decisions be consistent with the goals of the Imagine Austin Comprehensive Plan and other community plans outlined in this solicitation.

## **2. BACKGROUND**

### A Focus on Self-Sufficiency Across the Life Continuum

In preparation for this RFA, the City engaged a broad range of stakeholders in community conversations and consulted various local, state, and federal action plans and reports. These efforts highlighted issue areas that promote self-sufficiency across the Life Continuum such as: 1) Basic Needs, 2) Behavioral Health, 3) Child and Youth Services, 4) Homeless Services, and 5) Workforce Development.

The following plans and reports identify significant needs in our community, gaps in services, and/or best practices for strategies that foster and support self-sufficiency for individuals and families. This is a partial list of the documents used and does not include all applicable plans and reports.

- a. *School Readiness Action Plan* (May 2012), UnitedWay
- b. *Priority Outcomes for Child and Youth Well-being*, (2012) Ready by 21 Coalition of Central Texas
- c. *Travis County Community Impact Report* (2012), Travis County HHS & VS
- d. *Hunger and Homelessness Survey* (Dec 2012), The U.S. Conference of Mayors
- e. *CAN Community Dashboard* (2012, 2013), Community Advancement Network
- f. *Permanent Supportive Housing Strategy* (September 2010), City of Austin & CSH
- g. *Home Health Quality Initiative* (April 2013), Centers for Medicare & Medicaid Services
- h. *10 Year Plan to End Homelessness* (2010), Ending Community Homelessness Coalition

**SCOPE OF WORK  
CITY OF AUSTIN  
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

- i. *American Community Survey* (2012), U.S. Census Bureau – and the *Travis County Snapshot from the 2012 American Community Survey*, Travis County HHS & VS
- j. *SAMHSA's National Registry of Evidence-based Programs and Practices* (2013), The Substance Abuse and Mental Health Services Administration
- k. *Austin/Travis County Community Health Assessment* (2012), A/TCHHSD, Travis County HHS & VS, Central Health, St. David's Foundation, Seton Healthcare Family, UTHSC
- l. *Mayor's Mental Health Task Force Final Report* (2005), Austin/Travis County Behavioral Health Planning Partnership
- m. *Embracing an Age Diverse Austin: Mayor's Task Force on Aging Report and Recommendations* (2013), Mayor's Task Force on Aging
- n. *Imagine Austin* (2012), City of Austin

As the community's social and economic environment continues to change, the City will invest in social services that focus on promoting and sustaining self-sufficiency for targeted individuals and families across the Life Continuum.

### **3. PRINCIPAL OBJECTIVE & GOALS**

This RFA establishes an open and competitive process which encourages applications that are client-centered and employ evidence-based, research-based or promising practices that promote self-sufficiency across the Life Continuum. This RFA requires the service strategy/strategies proposed be consistent with one or more of the goals outlined below:

- a. Early Childhood:
  - 1. **READY FAMILIES GOALS:** Parents have a secure attachment to their infants and young children. Parents respond appropriately to their children's cues. Families provide stimulating learning experiences for their children prior to school entry. Families are financially stable.
  - 2. **READY SERVICES: EARLY CHILDHOOD EDUCATION GOALS:** Affordable, accessible early education services are available for all families. Available early education services are culturally relevant, healthful, engaging, rigorous, and are of sufficient quality to measurably impact school readiness outcomes.
  - 3. **READY SERVICES: PREVENTATIVE PRIMARY CARE & MENTAL HEALTH GOALS:** Children and family members are linked to preventative physical and mental health services and treatment as needed. Children with developmental delays are referred to appropriate services.
  - 4. **READY CHILDREN GOALS:** Low-income Travis County children ages 0–5 are happy, healthy and prepared for school success.  
*(School Readiness Action Plan)*
- b. Youth:
  - 1. Children, youth and young adults:

**SCOPE OF WORK**  
**CITY OF AUSTIN**  
**2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

- i. Are physically healthy
  - ii. Are physically safe
  - iii. Respect diversity and demonstrate empathy and pro-social behaviors
  - iv. Engage in community, school and/or extracurricular activities
  - v. Are aware of, appreciate and demonstrate behaviors of personal and social responsibility
  - vi. Have good mental health and are emotionally resilient
  - vii. Avoid risky behaviors
  - viii. Are academically successful
  - ix. Have awareness and positive attitudes about adult careers
  - x. Graduate from high school college- and/or career-ready and prepared for a Life of learning
  - xi. Successfully complete post-secondary education or training
  - xii. Are productive and equipped to reach financial self-sufficiency
- (Ready by 21)**

c. Adults and Families:

1. Basic Needs: Individuals and families have resources for the most fundamental aspects of daily living such as food, housing, utilities, safety and personal care. Basic needs services are often emergency or short-term services provided during/after a crisis or following a prolonged period of extremely limited resources. Typically these needs must be met before an individual or family has the capacity to transition out of poverty and into self-sufficiency.
2. Homeless & Housing Services: People at risk of becoming homeless, the situational homeless and the chronic homeless will be identified early and receive the assistance they need to maintain and receive appropriate housing (***Ending Community Homeless Coalition - ECHO***). People experiencing homelessness have access to a safe and secure environment where they are offered a variety of services, including case management, safe sleep, mental/physical supports, and resource information to address a variety of needs. Individuals and families who have experienced violence or abuse have access to trauma-informed emergency shelter, transitional and/or other housing and support services to stabilize, heal, and build self-sufficiency.
3. Behavioral Health: Austin/Travis County will be a community that promotes the mental and physical health of its residents and all persons of all cultures and all special populations will have access to prevention, intervention, treatment, and recovery support services of substance use disorders and mental illness (***Behavioral Health Planning Partnership***).
4. Workforce Development: Individuals are connected to jobs with good wages, benefits and career path opportunities to transition out of poverty and promote self-sufficiency. In many cases, for individuals to successfully transition into sustained employment, basic adult education and language acquisition services are required in addition to certifications and skills based instruction. Improve access to high quality adult education, including English as a Second Language, General Education Development, Adult Basic Education, computer literacy, financial literacy and health



**SCOPE OF WORK  
CITY OF AUSTIN  
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

literacy to obtain literacy skills necessary for self-sufficiency (*Literacy Coalition of Central Texas*). Reduce disparities in education, employment and income (*Workforce Solutions Strategic Plan, Overarching Goals*).

d. Seniors & Persons with Disabilities:

1. Seniors:

- i. Provide a continuum of services and supports that help older adults “age in place/community” and avoid premature or unnecessary institutionalization (e.g., hospital, nursing homes, etc.)
- ii. Provide services that focus on the cognitive and mental/behavioral health of older adults such as late-life depression, anxiety, suicide prevention, substance abuse, and dementia.
- iii. Ensure access to meaningful opportunities for recreation and social engagement to avoid isolation, loneliness and depression.
- iv. Support family caregivers with services that promote their self-care, health and effectiveness (e.g., respite care, education, therapeutic counseling).
- v. Provide access to safe and affordable housing that allows older adults to age in place and have access to transportation options.

*(Mayor’s Task Force on Aging 2013)*

2. Persons with Disabilities:

- i. Provide a continuum of services and supports throughout the person’s Life to remain in community-based settings and avoid institutionalization (e.g., State Supported Living Center, prison, nursing homes, etc.).
- ii. Provide services and resources that support families and caregivers for the Life of the person with a disability (e.g., respite care, education, transitional services, etc.).
- iii. Provide access to affordable housing options that include accessible transportation opportunities to work, healthcare, shopping, education and play.
- iv. Provide opportunities for persons with disabilities to be employed in non-segregated, regular workplaces.
- v. Ensure access to meaningful day activities for adults with disabilities to avoid isolation, depression, and victimization

*(Intellectual and Developmental Disabilities Coalition; “Community Integration for People with Disabilities: Key Principles.”)*

#### **4. CONNECTION TO IMAGINE AUSTIN**

The Applicant shall indicate how the proposed strategy/strategies correspond to the Imagine Austin Comprehensive Plan vision statement and one or more of its core mission statements.

The Imagine Austin Comprehensive Plan vision statement states:

# SCOPE OF WORK

## CITY OF AUSTIN

### 2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES

**“Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its citizens, and where the necessities of life are affordable and accessible to all.”**

Imagine Austin’s core mission statements, as they relate to the City’s social service investments, are as follows:

**Austin is Livable:** All residents have a variety of urban, suburban, and semi-rural lifestyle choices with access to quality schools, libraries, parks and recreation, health and human services, and other outstanding public facilities and services.

- a. Austin’s diverse population is active and healthy, with access to locally-grown, nourishing foods and affordable healthcare

**Austin is Educated:** Austin provides everyone with an equal opportunity for the highest quality of education that allows them to fully develop their potential. Networks of community partnerships support our schools and ensure that our children receive the resources and services they need to thrive and learn.

- a. Our school campuses provide safe and stable environments enabling future success
- b. Every child in Austin has the chance to engage with other cultures, communities, and languages, providing pathways for healthy development and the critical thinking skills students need as future citizens of Austin and the world.

**Austin is Prosperous:** Austin’s prosperity exists because of the overall health, vitality, and sustainability of the city as a whole — including the skills, hard work, and qualities of our citizens, the stewardship of our natural resources, and developing conditions that foster both local businesses and large institutions.

- a. Equitable opportunities are accessible to all through quality education, training, and good jobs

**Austin Values and Respects its People:** Austin is its people. Our city is home to engaged, compassionate, creative, and independent thinking people, where diversity is a source of strength, and where we have the opportunity to fully participate and fulfill our potential. People across all parts of the city and of ages and income levels live in safe, stable neighborhoods with a variety of affordable and accessible homes with access to healthy food, economic opportunity, healthcare, education, and transportation

<http://assets.austintexas.gov/webiacpfullreduced.pdf>.

## 5. PROGRAM STRATEGIES & TARGET POPULATION

# **SCOPE OF WORK**

## **CITY OF AUSTIN**

### **2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

The City is intentionally leaving program strategies and target population options open beyond the criteria listed in this section for the areas described above, allowing Applicants to propose solutions to maintain, improve, or promote self-sufficiency throughout the Life Continuum in an effective and successful manner for the target population identified. Applicants are encouraged to incorporate strategies that reflect evidence-based or promising practices and the proposed strategies shall be aligned with the Life Continuum goals outlined in Section 3 of this RFA.

The Applicant shall clearly identify the primary Life Continuum category addressed by their application. Any additional Life Continuum category/categories being addressed shall also be identified. Applicants may propose multiple strategies either within the same application or in separate applications as appropriate for their targeted population(s).

Applicants shall clearly identify the target population(s) they plan to serve. If applicable, Applicants shall describe how they will serve clients who have a criminal history.

The services the City will purchase will include the following characteristics:

- a. Are client-centered with a holistic approach
- b. Serves high-risk clients living at or below 200% of poverty with significant and/or multiple barriers to self-sufficiency and stability
- c. Are Integrated with the community to improve access to supportive services
- d. Links client and services to other City-funded or City-operated services

The Applicant shall also provide data to demonstrate the need for the strategy/strategies being proposed. Data should include but is not limited to:

- a. Target Population demographic/Census data
- b. Target Population unmet need(s)
- c. Applicant's trends in Target Population unmet need(s)
- d. Waiting list information (if applicable)
- e. Data from community databases, such as Homeless Management Information System, showing Target Population unmet need(s) (if applicable)

If the proposed strategies cut across the Life Continuum and or are collaborative/cooperative with other service providers, Applicants shall indicate how the proposed strategies will be implemented to successfully reach individuals in multiple Life Continuum categories and/or how the proposed collaborative/cooperative will successfully work together to maximize service delivery to the target populations. For the purposes of this RFA, the terms "collaborative" and "cooperative" are defined below:

- Collaborative: a consortium with a lead agency/fiscal agent and subcontractors
- Cooperative: a consortium with a lead agency working in partnership with one or more other agencies

**SCOPE OF WORK  
CITY OF AUSTIN  
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

Applicants may submit one or more applications as a primary contractor and may choose to participate as a subcontractor or partner in another application.

**6. OUTCOMES & OUTPUTS**

One or more of the following high-level outcomes designed to demonstrate progress in self-sufficiency through the Life Continuum is required for all applications. Additional outcomes may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of children and youth who progress to the next developmental or academic level
5. Percent of individuals who demonstrate improved life skills and/or knowledge

All applications shall also include the following high-level output. Additional outputs may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

**7. ELIGIBILITY REQUIREMENTS**

The eligibility requirements for this RFA are outlined in Section 0620 – Client Eligibility Requirements. The City requires all awarded agencies to maintain a complete and current record of client eligibility throughout the entire contract period (e.g. client file or electronic record) that includes documentation of the elements listed in Section 0620.

Applicants may propose alternate eligibility criteria from the requirements in Section 0620 for the proposed target population(s). If applicable, Applicants shall clearly define the proposed alternate eligibility criteria.

Applicants shall describe how the City Client Eligibility Requirements (Section 0620) or the proposed alternate eligibility criteria will be documented for the target population(s) identified in the application.

**8. FUNDING INFORMATION**

**SCOPE OF WORK  
CITY OF AUSTIN  
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

- a. \$13,815,227 is available per 12-month period for all Life Continuum categories for a total three-year amount of \$41,445,681 dependent upon Austin City Council approval.
  - 1. The following funding amounts are available for each Life Continuum category per 12-month period:
    - i. Early Childhood - \$949,416
    - ii. Youth - \$1,961,339
    - iii. Adults and Family - \$7,327,622
    - iv. Seniors and People with Disabilities - \$813,804
    - v. \$2,763,045 is available to be awarded in any Life Continuum category
- b. Applicants shall apply for at least \$50,000 per 12-month period.
- c. It is the City's intent to provide initial three-year contract with three (3) one-year renewal options, for a total contract period not to exceed six (6) years. The initial three-year contract funding period will be October 1, 2015, through September 30, 2018.
- d. The City of Austin reserves the right to adjust the contract amount or scope of work over the contract period based on community needs, applicant's ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least 90-day notice to the contractor.

**9. ELIGIBLE APPLICANTS**

- a. Any nonprofit or governmental agency that can legally contract with the City (as verified by the City Purchasing Office).
  - 1. City policy does not permit entering into a contract with an entity that owes taxes to the City.
  - 2. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government, as indicated by the United States General Services Administration list of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.
- b. Applicants shall be able to meet the City's insurance requirements for social service contractors. See the insurance requirements in Section 0400 of the RFP.
- c. Applicant's two most recent consecutive audit years:
  - 1. Shall reflect an unqualified and/or unmodified audit opinion
  - 2. Shall not reflect a "Going Concern Uncertainty"
  - 3. Shall not reflect financial management issues unless Applicant can provide evidence that necessary changes have been implemented.
- d. Applicant's Board of Directors shall:
  - 1. Have specific terms delineated by a beginning and ending date
  - 2. Meet in person a minimum of three times per fiscal year
  - 3. Have a process to review program performance, approve budgets, review financial performance and approve audit reports.
- e. Within the last five years, the Applicant shall have a minimum of two years successful experience working with the proposed target populations and providing the proposed services to clients.



**SCOPE OF WORK  
CITY OF AUSTIN  
2014 SELF-SUFFICIENCY CONTINUUM FOR SOCIAL SERVICES**

All Applicants must submit the following documents in a sealed envelope in the same package as their application:

- a. Completed Application Threshold Checklist (Section 0610)
- b. Current Board of Directors by-laws
- c. Approved Board of Directors minutes during the previous fiscal year reflecting the Board has a documented process that:
  - a. reviews program performance
  - b. approves budgets
  - c. reviews financial performance
  - d. approves audit reports
- d. Copy of the most recently filed 990 or 990 EZ, or Extension to File documentation (no older than FY 2012)
- e. A complete set of audited financial statements which include the auditor's opinion and any management letters, covering the two most recent consecutive audit years

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

**APPLICATION SUBMISSION REQUIREMENTS**

The Applicant must submit its response in two **SEPARATE** sealed envelopes.

**ENVELOPE #1 – THRESHOLD REVIEW**

This sealed envelope must contain the following:

1. **Application Threshold Checklist – Section 0610**
2. Required Attachments

The envelope should be labeled:      THRESHOLD REVIEW CHECKLIST  
[NAME OF AGENCY]  
[NAME OF PROPOSED PROGRAM]

**ENVELOPE #2 – APPLICATION DOCUMENTS**

This sealed envelope must contain the following:

*1 original and 6 CDs or flash drives each containing all the elements below:*

1. Executive Summary
2. Application
3. Attachments

The envelope should be labeled:      APPLICATION DOCUMENTS  
[NAME OF AGENCY]

**BOTH SETS OF ENVELOPES SHOULD BE SHIPPED IN A BOX (OR BOXES) WITH THE SOLICITATION NUMBER **EAD0116** CLEARLY MARKED ON THE OUTSIDE AND IDENTIFY WHICH ENVELOPE IS IN WHICH PACKAGE.**

**Executive Summary**

The Executive Summary cannot exceed two (2) pages using the Application Format guidelines listed below and must include:

1. A brief description of the Applicant

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

2. A brief description of how the application will address the primary self-sufficiency goal and Life Continuum category identified
3. A brief description of any additional self-sufficiency goals and/or Life Continuum categories addressed
4. A brief description of the need of the target population(s) for the strategy/strategies being proposed
5. A brief summary of the proposed program strategy/strategies
6. The amount of funding requested
7. A statement of the Applicant's compliance with all applicable rules and regulations of Federal, State and Local governing entities is required. The Applicant must state compliance with all terms of this Request for Application (RFA).

### **Application Evaluation**

An application must address each item in Parts I, II, & III, outlined below, in order to be considered responsive to the goals of this RFA. Part IV is optional and is not required in order for an application to be considered responsive to the goals of this RFA. A total of 100 points may be awarded to the application in Parts I, II, & III below with an additional 25 bonus points available in Part IV for a potential of 125 total evaluation points. The maximum score per section is noted at the beginning of each section. All responses will be evaluated as to how the proposed program aligns with the goals of this RFA and whether each required response to the evaluation factors has been adequately addressed.

### **Application Format**

The Applicant must use size 12 Times New Roman font. An original Application must be printed double-spaced on single-sided 8½ x 11 inch plain white paper with 1" margins and no Page Scaling. Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.

An application cannot exceed **25 (twenty-five) pages**, excluding executive summary, table of contents, signed certifications, budget forms, MOUs, logic models, resumes, job descriptions or other required attachments outlined in the sections below. An **additional 5 (five) pages** is allowed if an application responds to any or all of the items in Part IV of this RFA.

The actual application itself should be organized and labeled using the following

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

informational sequence:

**Part I – Program Overview and Strategy**

**Total points: 70**

**A. Connection to the Self-Sufficiency Goals and Life Continuum Categories**

Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to identify the primary self-sufficiency goal and Life Continuum category the application addresses.

1. Provide information on how the application meets the primary self-sufficiency goal and Life Continuum category.
  - a. If additional self-sufficiency goals and Life Continuum categories are addressed, Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to identify the secondary self-sufficiency goal(s) and Life Continuum category/categories the application addresses. Applicant must also provide information on how the application meets the additional self-sufficiency goal(s) and/or Life Continuum category/categories in Part IV – Bonus Evaluation Points, Section A – Connection to Additional Self-Sufficiency Goal(s) and Life Continuum Category(ies).

*For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500 – Scope of Work: Section 1 – Introduction, 1.1 & 1.2.*

**B. Target Population(s) for the Goal(s)**

1. Describe the target population(s) that will be served and if this population is similar to or different from your current service population.
  - a. If the target population(s) is similar to your current service population, please provide a description of your experience and success working with this population.
  - b. If the target population(s) is different from your current service population, describe the modifications and new strategies you will implement to serve the new target population(s).
2. Provide data and data source(s) to demonstrate the need of the target population(s) for the strategy/strategies being proposed. Data should include but are not limited to:
  - a. Target population demographic/Census data
  - b. Quantified target population unmet need(s)
  - c. Applicant's trends in target population unmet need(s)
  - d. Waiting list information (if applicable)
  - e. Data from community databases, such as Homeless Management Information System, showing target population unmet need(s) (if applicable)

**CITY OF AUSTIN**  
**PURCHASING OFFICE**  
**PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS**  
**SOLICITATION NUMBER: EAD0116**

3. Describe the strategy/strategies that will be implemented to serve clients with a criminal history.
4. Describe how the Client Eligibility Requirements (Section 0620) will be documented for the target population(s) identified in the application.
  - a. If alternate eligibility criteria are being proposed, define the alternate eligibility criteria and provide justification about why the alternate eligibility criteria are appropriate for the proposed strategy/strategies. Also describe how the alternate eligibility criteria will be documented for the target population(s) identified in the application.
5. Describe how the agency will ensure all four of the following National Culturally and Linguistically Appropriate Services (CLAS) Standards in Health and Health Care (<http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlID=15>) are in place to ensure cultural and language differences are not a barrier to services.
  - a. Educate and train governance, leadership, and workforce in culturally and linguistically appropriate policies and practices on an ongoing basis.
  - b. Offer language assistance to individuals who have limited English proficiency and/or other communication needs, at no cost to them, to facilitate timely access to all health care and services.
  - c. Inform all individuals of the availability of language assistance services clearly and in their preferred language, verbally and in writing.
  - d. Ensure the competence of individuals providing language assistance, recognizing that the use of untrained individuals and/or minors as interpreters should be avoided.

*Agencies are encouraged to implement all 15 CLAS Standards listed on the website identified above.*

**C. Program Strategy to Accomplish the Goals**

1. Describe the program strategy/strategies.
2. Describe how the proposed strategy/strategies reflect evidence-based, research-based, or promising practices. Explain the rationale behind the program design. Include which level of evidence the program model falls in, according to the Section 0635 - Defining Evidence Guideline, and how this design meets the specific needs of the target population(s) identified in the application.
  - a. If the program falls in the category of evidence-based or research-based, provide a description of evidence used, including source(s), and method for ensuring program model fidelity. Provide a logic model for innovative approaches.
  - b. If the program falls into the category of “promising practice,” include (a) a logic model as an attachment to the application and (b) a brief plan for evaluation.
3. Describe how the program strategy/strategies align with one or more of the goals outlined in Section 0500 – Scope of Work: Section 3 – Principal Objective and Goals.



**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

4. Describe how the program strategy/strategies correspond to the Imagine Austin Comprehensive Plan vision statement and one or more of its core mission statements (Section 0500 – Scope of Work: Section 4 – Connection to Imagine Austin).
5. Describe any barriers and challenges the target population(s) may encounter accessing services and how these barriers and challenges will be mitigated.
6. If the proposed strategy/strategies reach individuals in multiple Life Continuum categories and/or are collaborative/cooperative with other service providers, describe how the proposed strategies will be implemented to successfully reach individuals in multiple Life Continuum categories and/or how the proposed collaborative/cooperative will successfully work together to maximize service delivery to the target populations.
7. Describe any barriers and challenges you may encounter implementing the proposed strategy/strategies and how you will overcome them.
8. Describe any subcontractor partnerships funded under this application and informal relationships with service providers not funded under this application. Describe how they are necessary and/or appropriate for the strategy/strategies proposed.
9. Describe the project activities.
10. *For Applicants proposing homelessness prevention and/or homeless intervention services:* Applicants will be required to adhere with the City of Austin Health and Human Services Department Homeless Housing Habitability Standards. Describe how your organization will comply with the requirements outlined in Section 0625 – Homeless Housing Habitability Standards.

**D. Performance Measures – Impact on the Goals**

Applicants must use Section 0640 – Program Performance Measures and Goals to indicate their specific Output and Outcome Measures.

1. Describe how the Applicant will calculate the required and any other proposed outputs and outcomes.

**Output Measures**

All applications must include the following high-level outputs:

1. Number of unduplicated clients served per 12-month contract period
2. Number of unduplicated clients served during the initial 36-month contract period

**CITY OF AUSTIN**  
**PURCHASING OFFICE**  
**PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS**  
**SOLICITATION NUMBER: EAD0116**

Additional outputs may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

**Outcome Measures**

All applications must include one or more of the following high-level outcomes designed to demonstrate progress toward self-sufficiency through the Life Continuum:

1. Percent of households that maintain housing or transition into housing
2. Percent of individuals who maintain or increase income
3. Percent of individuals who make progress toward treatment plan goals
4. Percent of children and youth who progress to the next developmental or academic level
5. Percent of individuals who demonstrate improved life skills and/or knowledge

Additional outcomes may also be proposed which show the connection to primary and secondary Life Continuum category/categories, if applicable.

**E. Service Coordination**

1. Describe how the Applicant coordinates their services with services being provided by other agencies relevant to the proposed strategy/strategies in order to minimize duplication and maximize client access to services.
2. Describe how the Applicant coordinates with other agencies (i.e. to refer and receive clients, to provide comprehensive services, etc.). If you are not currently coordinating with other agencies, what is your plan for establishing coordination?
3. If applicable, attach any program Memoranda of Understanding (MOU) and explain how this arrangement improves service delivery to clients.
4. Describe how clients will be connected to mainstream resources/public benefits (Supplemental Nutrition Assistance Program, Temporary Assistance for Needy Families, Medical Assistance Program, etc.) and/or other City-funded services in order to maximize self-sufficiency.
5. Describe any additional services, not included in this application, which will be provided to the target population and how they will access those services initially and over time.
6. *For Applicants proposing homelessness prevention and/or homeless intervention services:* Describe how your organization has participated in planning for the Coordinated Assessment initiative (<http://austinecho.org/the-solution/coordinated-assessment/> and [https://www.onecpd.info/resources/documents/Coordinated%20Assessment\\_3.20.12.pdf](https://www.onecpd.info/resources/documents/Coordinated%20Assessment_3.20.12.pdf)) and how your organization will coordinate and collaborate with this community initiative

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

throughout the funding period.

**F. Community Planning Activities**

1. Describe Applicant's involvement in community planning activities that are specific to the services proposed in this application.
2. Describe Applicant's involvement in any other relevant community planning activities.

**G. Overall Evaluation Factors Regarding Applicant**

1. Describe the Applicant's experience within the last five (5) years managing relevant local, state, and/or federal contracts and include the contact information of the funder for the contract(s) identified, e.g., Funder Contract Manager's name, title, and phone number.
  - a. The Applicant must describe any relevant City of Austin Health and Human Services Department funding received within the last five (5) years.

*Attach all monitoring reports received within the previous 24 months of administering the relevant City of Austin Health and Human Services Department, other local, state, and/or federal contracts.*

2. Describe experience within the last five (5) years working with the target populations proposed in this Application.
3. Describe experience within the last five (5) years providing services identical and/or similar to those proposed in this application.

**H. Data Management and Program Evaluation**

1. Describe past successes and challenges with data management and reporting, including past experience utilizing an electronic data system.
2. Describe how data are used for identifying problems in strategies, service delivery and expenditures, steps to determine corrective actions, and how the Applicant will ensure corrective actions will be effective.
3. If applicable, describe the process used to collect data from collaborations/cooperatives in a timely manner.
4. *For Applicants proposing homelessness prevention and/or homeless intervention services:*

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

Applicant will be required to utilize the Local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless. Please explain how your organization will comply with the requirements outlined in Section 0630 – Homeless Management Information System (HMIS) Reporting Requirements.

**I. Staffing Plan**

1. Describe the overall staffing plan to accomplish activities including project leadership and reporting responsibilities. Provide justification which indicates the staffing plan is appropriate for the proposed strategy/strategies.
2. Using Section 0645 – Program Staff Positions and Time, list the project staff by title and the percentage of each position's time to be spent on the program.
3. Attach resumes or position descriptions for key staff to perform the described services and/or activities.

**Part II – Cost Effectiveness**

**Total points: 20**

Applicants are required to submit a budget of at least \$50,000 per 12-month period (a minimum of \$150,000 for the initial 36-month period) and provide the following information to describe the budget necessary to accomplish the proposed strategy/strategies.

The application will be evaluated on how well it addresses all of the following:

**A. Budget**

1. A summary description of the budget justification for the program strategy/strategies is required.
  - a. Applicants must use Section 0650 – Program Budget and Narrative to provide the required budget information. All expenses should be identifiable, reasonable, and necessary.
  - b. All subcontractors in this application who will receive City funds must be included in the program budget and the Applicant shall provide separate details for each subcontractor in the Program Subcontractors form located in Section 0650 – Program Budget and Narrative, page 3.
2. Describe the Applicant's fundraising and administrative percentage, calculated from its most recent Form 990. To do so, add the amount in Part IX (Statement of Functional

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

Expenses), Line 25, Column C (Management and General Expenses) to the amount in Line 25, Column D (Fundraising Expenses), and divide the sum by Part VIII (Statement of Revenue), Line 12, Column A (Total Revenue), and multiply the result by 100. No other methods may be used to calculate this percentage.

For organizations that filed the short form (IRS Form 990EZ), utilize the long form (IRS Form 990) at <http://www.irs.gov/pub/irs-pdf/f990.pdf> (and instructions <http://www.irs.gov/pub/irs-pdf/i990.pdf>) to determine your fundraising and administrative percentage calculation. Your organization is not required to complete and resubmit the entire long form to the IRS, but must determine the calculation from the long form (IRS Form 990) parts identified above.

**B. Cost per Client**

1. Describe the average cost per City client served. In the description, detail the calculation used to derive the average cost.
2. If applicable, describe the average cost per client served from all funding sources. In the description, detail the calculation used to derive the average cost.
3. Describe the average cost per client achieving each of the performance measures proposed. In the description, detail the calculation used to derive the average cost.
4. Provide justification which indicates the proposed cost is appropriate for the proposed strategy/strategies.
5. Describe the return on investment/social impact the proposed strategy/strategies will make.

**C. Program Funding Summary**

1. Using Section 0655 – Program Funding Summary, provide an overview of all funding sources the Applicant will use for the proposed project.

**Part III – Local Business Presence**

**Total points: 10**

Local Business Presence: The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the



**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the Offeror's Local Business Presence and/or the Local Business Presence of their subcontractors.

1. Using Section 0605 – Local Business Presence Identification Form provide the information requested regarding the Applicant and Subcontractor(s), if applicable.

<b>Team's Local Business Presence</b>	<b>Points Awarded</b>
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0

**Part IV – Bonus Evaluation Points**

**Total points: 25**

**A. Collaborations/Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies)**

**Maximum 10 points**

A maximum of 10 points will be awarded for Applicants who successfully propose a collaborative, as defined in this solicitation, and/or meets additional self-sufficiency goal(s) and/or Life Continuum category/categories. Applicants will be awarded up to the point values indicated below:

- **Collaboration:**
  - A maximum of 5 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations **or**
  - A maximum of 10 points will be awarded for Applicants who successfully demonstrate how the proposed collaborative will work together to maximize service delivery to the target populations **and** successfully demonstrate how the application

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

meets additional Self-Sufficiency Goal(s) **and/or** Life Continuum category/categories.

**OR**

- **Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies):**
  - A maximum of 5 points will be awarded for Applicants who successfully demonstrate how the application meets additional Self-Sufficiency Goal(s) **or**
  - A maximum of 10 points will be awarded for Applicants who successfully demonstrate how the application meets additional Self-Sufficiency Goal(s) **and** Life Continuum category/categories.

Applicants must use Section 0615 – Connection to Self-Sufficiency Goals and Life Continuum Categories to indicate the secondary self-sufficiency goal(s) and Life Continuum category/categories their application addresses.

1. If applicable, describe how the proposed collaborative will successfully work together to maximize service delivery to the target population(s).
2. If applicable, provide information on how the application meets the additional self-sufficiency goal(s) and/or Life Continuum category/categories.

*For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500: Section 1 – Introduction, 1.1 & 1.2.*

**B. Leveraging**

**5 points**

For purposes of this solicitation, “leveraging” is specifically defined as follows.

- Leveraged funding is a situation where City funding for the proposed program is required by a third-party funder in order to retain the existing third-party program funding and/or obtain new third-party funding. Applicant must either:
  - currently receive third party funding that will no longer be received by the Applicant if it does not receive City funding for the program, or
  - Applicant has received a notice of funding award from a third-party funder that is contingent upon receiving City funding for the proposed program.In other words, leveraged funding is current and/or committed third-party funding that will be rescinded, reduced, or withdrawn if the Applicant does not receive an award for the proposed program through this City solicitation.
- Leveraged funding must be direct funding for the program proposed by the Applicant and not funding for Applicant’s other programs or solely for Applicant’s general operations.

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

The following types of funding/donations ARE NOT considered “leveraging” under this solicitation and may not be included for consideration:

- Funding from non-City sources that does not specifically require City funding to be awarded to the Applicant for the proposed program.
- Funding and funding opportunities that are anticipated but for which the Applicant has not received a notice of funding/award.
- Any type of in-kind, non-cash revenue such as time, expertise, or commodities.
- Anticipated “Return on Investment” benefits for the Applicant or for the community as a whole.

For each leverage opportunity, provide the following information:

1. Identify the third party which requires that the Applicant receive City funding for the program in order to be awarded the third-party funds.
2. Provide the name of the grant, award, or program under which the third-party funds are/will be awarded to the Applicant, the term of the third-party funding, and the amount of third-party funding contingent upon receiving City funding under this solicitation.
3. Specify the date(s) during which the third party requires that the Applicant to receive City funding in order to be awarded the third-party funds.
4. Describe the quantified impact on the proposed program if the Applicant does not receive City funding under this solicitation.
5. Provide contract or other documentation that confirms the requirement of City funding in order to receive the third-party funding as an attachment to the application.

**C. Healthy Service Environment**

**Maximum 10 points**

A maximum of 10 points will be awarded for Applicants who create a healthy service environment for their clients, visitors, and staff. Applicants will be awarded the point values indicated below for having implemented or agreeing to implement prior to 10/01/15 any or all of the four (4) Healthy Service Environment policies with a maximum award of 10 points for all four (4) policies described below.

- **Tobacco-free Campus (3 points)** - Applicant has established and is enforcing a tobacco-free worksite policy and has developed initiatives and programming that promotes tobacco-free living. A tobacco-free campus policy states:

**CITY OF AUSTIN**  
**PURCHASING OFFICE**  
**PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS**  
**SOLICITATION NUMBER: EAD0116**

- Use of tobacco products of any kind are not permitted on any property owned, leased, or rented by the organization (indoors and outdoors). This also includes parking areas and company cars. The policy applies to all employees, subcontractors, temporary workers and visitors.
  - **Mother-Friendly Workplace (3 points)** - Applicant actively promotes and supports breastfeeding by employees and maintains a written worksite lactation support policy that is regularly communicated to employees. The policy includes:
    - employer provides work schedule flexibility, including scheduling breaks and work patterns to provide time for expression of milk;
    - the provision of accessible locations allowing privacy;
    - access nearby to a clean, safe water source and a sink for washing hands and rinsing out any needed breast-pumping equipment; and
    - access to hygienic storage alternatives in the workplace for the mother's breast milk (may include the allowance of personal coolers onsite).
  - **Employee Wellness Initiative (3 points)** - The Applicant has a comprehensive Employee Wellness Initiative in place that promotes nutrition, physical activity, tobacco-free living, and the mental health of employees. The initiative encompasses healthy changes to the physical worksite environment as well as formal, written health promotion policies, programs or benefits impacting all employees. The initiative is promoted through educational and issue awareness efforts by the Applicant, signage and a supportive company culture, championed by leadership.
  - **Violence Prevention Policy (1 point)** - The Applicant is committed to providing a safe environment for working and conducting business. The Applicant will not tolerate or ignore behaviors that are threatening or violent in nature. The Applicant has a procedure to provide guidance for identifying and reporting threats and workplace violence.
1. If applicable, describe how the Applicant has implemented one or more of the Healthy Service Environment policies outlined above. Include the approved and signed policy/policies as an attachment to the application.
  2. If applicable, describe how the Applicant plans to implement one or more of the Healthy Service Environment policies outlined above. Include the key personnel, by position name only, responsible for ensuring implementation. Also, describe any technical assistance which will be provided to assist the Applicant to implement the selected policy/policies.

Technical assistance is available from the City of Austin Health and Human Services Department Chronic Disease Prevention and Control Program to assist Applicants in planning and implementing a Tobacco-free Campus policy, Mother-Friendly Workplace policy and Employee Wellness Initiative. They can be contacted at 512-972-6760.

**CITY OF AUSTIN  
PURCHASING OFFICE  
PROPOSAL PREPARATION INSTRUCTIONS AND EVALUATION FACTORS  
SOLICITATION NUMBER: EAD0116**

**Additional Information:**

**Proposal Acceptance Period:** All applications shall be valid until award, negotiation, and execution of contracts as directed by Austin City Council.

**Proprietary Information:** All material submitted to the City becomes public property and is subject to the Texas Open Records Act upon receipt. If a Proposer does not desire proprietary information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The City will, to the extent allowed by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

**Authorized Negotiator:** Include name, address, and telephone number of person in your organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

**Exceptions:** Please be advised that exceptions to any portion of the Solicitation may jeopardize acceptance of the application.

**Application Preparation Costs:** All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an application which may be required by the City shall be the sole responsibility of the Applicant.



**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm	Any Baby Can of Austin, Inc.					
Physical Address	1121 East 7th Street, Austin TX 78702					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	Austin Children's Shelter					
Physical Address	4800 Manor Road, Austin TX 78723					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	AVANCE-Austin					
Physical Address	4818 E. Ben White Blvd, Suite 205, Austin TX 78741					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	Communities In Schools of Central Texas					
Physical Address	3000 S. IH 35, Suite 200, Austin TX 78704					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes 90%	No 10%

**SUBCONTRACTOR(S):**

Name of Local Firm	Camp Fire USA Balcones Council					
Physical Address	3710 Cedar Street, Austin TX 78705					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No Previously at 1608 E. 38 1/2 St Austin TX 78722 for 9 years.		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	Jeremiah Program					
Physical Address	606 West 15th Street, Austin TX 78701					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	Capitol of Texas Public Telecommunications Council dba KLB					
Physical Address	2504 B Whitis, Austin TX 78712					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	Literacy Coalition of Central Texas					
Physical Address	835 N. Pleasant Valley Rd, Austin TX 78702					
Is Firm located in the Corporate City Limits? (circle one)	<u>Yes</u>			No		
In business at this location for past 5 yrs?	<u>Yes</u>			No		
Location Type:	Headquarters	<u>Yes</u>	No	Branch	Yes	<u>No</u>

**SUBCONTRACTOR(S):**

Name of Local Firm	YMCA of Austin					
Physical Address	3208 Red River, Suite 100, Austin, TX 78705					
Is Firm located in the Corporate City Limits? (circle one)	<u>Yes</u>			No		
In business at this location for past 5 yrs?	Yes			<u>No</u>		
Location Type:	Headquarters	<u>Yes</u>	No	Branch	Yes	No

**Section 0605: Local Business Presence Identification**

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

**OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.**

*NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN, SECTION 0900 OF THE SOLICITATION.*

**\*USE ADDITIONAL PAGES AS NECESSARY\***

**OFFEROR:**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm	United Way of Greater Austin					
Physical Address	2000 E. Martin Luther King Jr Blvd, Austin TX 78702					
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No

**SUBCONTRACTOR(S):**

Name of Local Firm						
Physical Address						
Is Firm located in the Corporate City Limits? (circle one)	Yes			No		
In business at this location for past 5 yrs?	Yes			No		
Location Type:	Headquarters	Yes	No	Branch	Yes	No



## Executive Summary- Ready Families Collaborative

The Ready Families Collaborative, consisting of 10 partner agencies with more than 300 years of combined experience providing family-based services that enhance early childhood outcomes, will be led by Any Baby Can (ABC.) Based upon its long-standing history of serving the prioritized populations, leveraging and managing public and private funds, and engaging in collaborative initiatives, ABC was strategically identified by the community as the strongest lead applicant to execute this collaborative project. Since 1979, ABC has served low-income families of children zero to five years providing prenatal, early childhood and parent education services. Over the years, services have expanded to address additional family needs and include evidence-based models, and program goals have consistently included enhancing birth outcomes, preventing and reversing developmental delays, ensuring timely immunizations, reducing injuries and increasing positive parenting behaviors.

The primary life continuum category to be served by the Ready Families collaborative is **early childhood**. However, given decades of research confirming that one of the strongest predictors of early childhood success is a strong family, the collaborative will additionally serve **youth** (teen parents), **adults and families** (primary caregivers) and **persons who are disabled** (children 0-5 and/or their caregiver). More specifically, research indicates that for a child to be successful, he or she needs a secure attachment with a loving caregiver, and a stable, nurturing and stimulating environment. The Ready Families Collaboration has therefore developed a robust *Early Childhood Pipeline of Services*, endorsed by the School Readiness Action Plan (SRAP) Leadership Team, which includes high-quality early childhood and family support services.

Programs provided by the collaborative are all research and evidence-based including: AVANCE Parent Child Program, Parents as Teachers, Nurse-Family Partnership, Incredible Years, Nurturing Parenting Program, Play to Learn, Play and Learning Strategies, Jeremiah Program-High Scope Curriculum, Early Childhood Intervention, and Medical Case Management for Children with Special Health Care Needs. This unique combination of programs includes critical, long-term family support and stabilization services including literacy and workforce development to assist families in **transitioning out of poverty** as well as **problem prevention and enrichment** opportunities for young children and families, such as involvement in arts, literature and culture to enhance family bonding and improve stimulation. Additionally, the collaborative will provide **safety net** and **universal supports**, such a rent and child care assistance, meant to stabilize families with young children to allow them to focus on their child's developmental needs.

These proposed services are in critical need in Austin as evidenced by community data. More specifically, vulnerable families interviewed as part of the SRAP identified a lack of high-quality early childcare services as one of the most pressing needs. This parallels census data indicating there are 43,663 Travis County children under the age of six living in households at or below 200% poverty with more than 14,000 children enrolled in PreK or Kindergarten. That leaves approximately 29,000 low-income children between the ages of 0-4 who would benefit from research-based, early childhood services. Additional challenges in Austin/Travis County to be addressed by this collaborative include a 132% increase in children ages 0-5 living in poverty over the past decade, lack of caregiver knowledge about child development, and lack of access to critical physical and behavioral health services.

The partners that make up the Ready Families Collaborative, with their varied evidence-based service models and extensive experience serving vulnerable children and families, are uniquely positioned to successfully address these needs, thus ensuring the optimal development of young children. We are seeking support in the amount of \$1,666,579 for this initiative. Given well-publicized cost analysis data showing that every \$1 invested in early childhood yields a return ranging from \$4.10-\$9.20, funding these services is a decision that will have long-lasting impacts on our community. ABC and all funded partners in the collaborative will comply with all federal, state, and local rules and regulations as required by the City of Austin. Additionally, all applicants within this proposal will comply with all terms of this Request for Application.

## **Part I – Program Overview and Strategy Total points: 70**

### **A. Connection to the Self-Sufficiency Goals and Life Continuum Categories**

**I. A. 1.** The ability to **prevent problems** associated with lack of parenting knowledge, lack of resources for early development and lack of ability to achieve self-sufficiency for families is the highest goal of the Ready Families Collaboration. This robust and well integrated collaboration consists of 10 partners across many services and disciplines focusing on families' unique needs; Any Baby Can (ABC), Austin Children's Shelter (ACS), AVANCE-Austin, Communities In Schools (CIS), Camp Fire Balcones Council, Jeremiah Program, KLRU, Literacy Coalition of Central Texas (LCCT), United Way for Greater Austin (UWGA) and YMCA-Austin. Research tells us that the earliest years of life are crucial to school readiness and future academic achievement and that one of the most effective ways to help children succeed in school is to educate their parents and provide them with the knowledge and skills necessary to nurture their children's physical, emotional, and intellectual development. The services provided by our collaborative focus on 0 to 5 development and family units that support these children. Work in this **Early Childhood** life stage centers on ensuring that caregivers and environments for young children provide the most nurturing, stimulating and consistent care possible. Through the collaborative, families will be offered a range of evidence or research based services that will help their children be successful in their development, education and life. Services include home visitation programs to prevent mental and physical health challenges, onsite, class-based services to enhance parenting skills and prevent child abuse and neglect and two generation programs to increase family stability, child development and the prevention of cyclical poverty. This strength-based collaborative will build on the many assets of the service providers, caregivers and families in Austin to create and support long-term outcomes and a thriving community.

### **B. Target Population(s) for the Goal(s)**

**I. B. 1 a.** The population that will be served is the same population eligible for City of Austin funding: low-income Travis County families who are at or below 200% of the Federal Poverty Level (FPL) with children between the ages of 0-5. The organizations in our collaborative have

over 300 years combined experience working with this population. Evaluation results from participants consistently show positive outcomes, whether they were achieving school readiness, decreasing child abuse risks and harsh parental discipline strategies, increasing positive parenting and child social emotional development, preventing school dropout, or improving birth outcomes and overall family well-being.

**I. B. 2. a-e.** The 2012 American Community Survey shows 43,663 Travis County children under the age of 6 living in households at or below 200% poverty. Over 14,000 children qualify for free and/or reduced lunch (~ 200% of poverty) and are enrolled in PreK or Kindergarten in County school districts, meaning more than 29,000 low-income children are not receiving these services and could benefit from services provided by this collaborative. Based on school enrollment data, more than half of the low-income children in our community speak only Spanish at home. Maternal education, income level, race/ethnicity, presence of a father in the household, and maternal age are risk factors that may positively or negatively impact the developing child, and the cumulative effects of multiple risk factors are especially devastating to child outcomes<sup>i</sup>. Travis County data<sup>ii</sup> indicate a high number of families with multiple risk factors: 58% of families living in poverty were headed by single-parent households; 30% of all births between 2007–2010 were to women with no high school diploma; 13.5% of all births were to teen women in 2008. There are very limited resources to provide proven services promoting healthy development of the 29,000 low-income children in Travis County not yet enrolled in public school. Head Start has approximately 1800 slots, there are about 3000 subsidized child care slots and 3300 research-based home visiting and parent education service slots. This totals less than 9000 slots, leaving more than 20,000 low income children without critical services in this early childhood period. KidsCount data also shows that nearly 60% of 3-5 year olds in Austin are being cared for by caregivers or parents indicating they could benefit from improving their capacity for nurturing, educational stimulation and stability. Inability to access supportive services likely contributes to a growing early education opportunity gap in our community. In 2011, UWGA partnered with UCLA mapping children's vulnerabilities and strengths in

neighborhoods throughout Austin. The stunning result shows that only 13% of children in these neighborhoods are entering kindergarten ready for success<sup>iii</sup>. The Austin ISD Research and Evaluation teams 2012 results showed the average PreK student was over 1 year behind in oral language development. The 2012 E3 Alliance research shows that while 50% of children of all income levels were considered “school ready,” only 19% of children who had not accessed early education services met this standard. Children who are behind in kindergarten tend to stay behind throughout their school career, with significant associated future costs related to school dropouts, increased criminal justice involvement, lower wages, and teen pregnancy.<sup>iv</sup> Some services cannot keep waitlists as parents would no longer be eligible before a waitlist could be addressed but for the programs that have maintained a waitlist, this is the current status: ABC’s Parents As Teachers (PAT) program has a list of 175 clients with an estimated 9-12 months wait; Play to Learn partners, KLRU and YMCA, have a waitlist of 5-10 clients at each site with the inability to serve them until a new program series opens each quarter or semester; it currently takes 6 to 9 months for a Spanish-speaking family to access services in the therapeutic classroom due to limited slots and program duration at ACS; CIS’s ASPIRE has a waitlist of 41 individuals who will not be able to access services until current clients complete or leave services; and AVANCE’s Parent Child program has 104 clients on their waitlist for the next open session beginning fall 2014 but without expanded funding for slots, they will begin the fall session with a waitlist and the inability to serve clients who contact them during the 2014-15 service year.

**I. B.3.** All collaborative partners welcome those who have left incarceration and are on a path to self-sufficiency, applauding their efforts to be involved in their child’s educational development. Our collective staffs have demonstrated the ability to effectively work with this population. For example, juvenile justice personnel recognize that CIS staff are highly qualified and uniquely positioned to support this population and frequently refer clients. ABC offers parenting education classes at the Travis County Correctional Complex for inmates that will be reintegrated into the community. Although for some programming background checks and reviews are required for safety requirements at residential facilities, criminal history is not a barrier to receiving services.

Additionally, staff members are trained in universal safety practices for working with high-risk families and are provided with safety tips for home visitation.

**I. B.4.** Ready Families Collaboration clients' eligibility requirements will be documented in each individual client file within the intake and/or assessment documentation collected at program entry. Client eligibility will be reviewed by program staff and documented by signed client attestation. Additional documentation to verify eligibility by clients will include the following:

*Identity*- self declaration often supported by confirmation of identity by work with multiple family members. *Residency*- self attestation of address supported by viewing of the home location during home visitation or fact of home location being provided by the program (i.e. Jeremiah Program). *Income*- self attestation and/or proxy; proxy could include being a WIC or Medicaid recipient, or an employment verification letter.

**I. B.4.a.** The collaborative will serve the eligible population as stated and verified by self attestation in individual client. Allowing self-attestation is critical to ensure that the young children who are in greatest need receive early childhood services. Requiring the receipt of formal documentation such as a lease agreement or residency documentation has deterred clients from seeking assistance. Due to the inability to obtain documents and/or the fear securing them generates, families are self selecting out of services. Agency services provided to non-eligible COA families are supported by other grants, contracts, or donations and are not a part of this funding request.

**I. B.5.a-d** ABC is committed to fostering, cultivating and preserving a culture of diversity and inclusion. All team members are required to complete 4 diversity online training modules annually as a minimum. ABC budgets for professional development to maintain a highly trained, diverse and culturally competent workforce. ABC complies with the Civil Rights Act of 1964 "Improving Access to Persons with Limited English Proficiency" and takes reasonable steps to provide these clients with access to services. When hiring a bilingual staff, ABC conducts part of the interview in Spanish to determine fluency and ensure the individuals are competent to



provide services in this language without third party assistance. 59% of ABC staff providing direct program services are bilingual in Spanish. ABC has an American Sign Language (ASL) certified bilingual staff member and also secures external ASL interpretation services, experienced in medical and therapeutic terminology, for the Deaf population at no cost to the client. Through bilingual outreach presenters and materials, potential clients are notified of availability of language appropriate services and assistance. Customer service staff taking client information is bilingual and the client's language preference is noted in initial paperwork for proper assignment.

### **C. Program Strategy to Accomplish the Goals**

**I. C.1.** The Ready Families Collaboration will use a variety of evidence and research based strategies aligned with the early education pipeline and families can access the services that best match each family's eligibility, need and capacity for support. The first step in giving young children and their families a strong start towards success is to ensure that children are born as healthy as possible, thereby decreasing their likelihood of conditions that would challenge their optimal development. To affect this, the collaborative has partners who provide information, support and education to pregnant women to decrease pre-term labor, low birth weight and other adverse birth outcomes. For families with children 0-3, many of whom care for their children in their home or who receive support for childcare through friends, family and neighbors, the collaborative provides a diverse menu of services based on their unique needs with a focus on nurturing, attachment and appropriate early development. For families with children 3-5, collaborative services focus on enhancement of parenting skills, family stability and early literacy and social- emotional skills to prepare for ongoing educational success. Within these services, specific strategies such as two generation programming, home visiting and group-based parenting education are available to meet the holistic needs and overcome the unique barriers families experience on the way to meeting their young child's needs. *Literacy/Adult Ed:* Providing integrated literacy services for the whole family can break the cycle of poverty, illiteracy, and unemployment. The path out of generational poverty is education. For families where the primary

caregiver has challenges with literacy and education that make it difficult for them to find or maintain a job, two generation programs are a perfect fit. Programs such as AVANCE, CIS-ASPIRE and Jeremiah Program provide literacy and educational programming and support to improve opportunities for entering the workforce and earning a living wage while also providing stimulating childcare environments for children while their parents are pursuing educational and workforce opportunities. Furthermore, these programs provide parenting education components to ensure that parents are aware of their child's development and are creating safe, stable, nurturing and stimulating environments for their children when they are together. *Home Visiting:* Families, who are extremely isolated, due to documentation status, domestic violence, mental health issues, transportation barriers, language barriers or difficulties leaving home because of their child's special health care needs or disability, are provided services in their homes. Home visiting services can provide parent education, case management, mental health therapy, psycho-social education, physical therapy, speech therapy and many other supportive services in the family's home erasing the barriers that would make accessing similar services in the community nearly impossible. *Parenting Education:* A number of group-based parenting education strategies are offered by this collaborative for families who are in need of basic, and specific, child development and positive parent information and skills in order to ameliorate the deleterious effects of poverty. Play to Learn, Play and Learning Strategies, and Nurturing Parenting Program, are services where parents participate in a series of psycho-educational sessions to learn about parenting topics like early childhood development, nurturing and attachment, discipline, nutrition, creating stimulating learning environments for children, etc and work directly with their child in the program to implement the information they are learning and get support on how to make it successful. Through these strategies and the extensive experience of the collaborative partners in working with diverse families having an array of needs, the Ready Families Collaboration is in a unique and advantageous position to meet the wide range of needs of families with young children in Austin. **I. C.2.** Collaboration to enhance client access and create efficiencies is well supported in research literature. To ensure that the collaborative brings the

best possible services to clients, and that proven results can demonstrate the success of their programming, all partners are using evidence and research based strategies. Research shows the greatest return on investment provided by models that are evidence and research based and the partners will be implementing the following:

Agency	Program	Level of Evidence Base	Method for Ensuring Fidelity
Any Baby Can	<ul style="list-style-type: none"> <li>Medical Case Management (MCM)</li> <li>Early Childhood Intervention (ECI)</li> <li>Nurturing Parenting Program (NPP)</li> <li>Parents as Teachers (PAT)</li> <li>Nurse Family Partnership (NFP)</li> </ul>	Research Based Research Based Evidence Based Evidence Based Evidence Based	NFP and PAT Site Visits and Annual Performance Reports; ECI Annual Monitoring; quarterly program review and multiple validated/reliable pre/post-test instruments-all programs
Austin Children's Shelter	Strong Start Therapeutic Classroom- using Incredible Years (IY)	Evidence Based	Incredible Years curriculum check-lists and annual evaluation with multiple validated/reliable pre/post-test instruments
AVANCE	AVANCE Program	Evidence Based	Pre/Post-test
Camp Fire Balcones Council	Play to Learn (PTL)	Research Based	Pre/Post test with quasi-experimental group

Communities In Schools	<ul style="list-style-type: none"> <li>• Teen Parent- using Incredible Years (IY)</li> <li>• Parents as Teachers (PAT)</li> <li>• ASPIRE</li> </ul>	Evidence Based  Evidence Based  Evidence Based	Pre/Post-test
Jeremiah Program	High Scope Curriculum	Evidence- Based	Twice yearly assessment
KLRU	Play to Learn (PTL)	Research Based	Pre/Post test with quasi- experimental group
Literacy Coalition of Central Texas	PALS	Evidence Based	Collaboration, training and technical assistance by the Children's Learning Institute at the University of Texas Health Science Center
YMCA	Play to Learn (PTL)	Research Based	Pre/Post test with quasi- experimental group

**I. C.2.a. Research Used/Evidence Based Program Citations:** Each of these programs has a strong research base with evaluations, fidelity guides and published articles. Please see the attached "Evidence Based Citations" for the detailed citations for each program named above.

**I.C.3.** The collective efforts of the collaboration partners will move the SRAP plan forward, specifically aligning with the Ready Families Goals, Ready Services Goals and Ready Children Goals, by substantially addressing the following SRAP *Ready Families* Strategies.

*Improve access to research based-home visiting services and parent education services to families with children under the age of 5.* This proposal will maintain and expand evidence-based home visiting and parent education services throughout Austin so that a greater number of

children gain access. Proven curriculum models that will be available to low-income families of 0-5 children include: Nurse/Family Partnership and Parents As Teachers home visiting, AVANCE , Incredible Years, PALS, and Play To Learn. Each program has unique target populations and/or geographic reach so that the services are not duplicative. *Improve access to neighborhood-based early childhood services.* The collaborative will target services to neighborhoods and families with greatest need. Several partners provide in-home services and others offer programming in neighborhood elementary schools and/or offer transportation assistance – effectively removing transportation as a barrier to access. *Distribute culturally and linguistically relevant information to parents about school readiness. Increase awareness of and access to adult literacy services for parents of young children.* All partners will distribute information about school readiness and adult literacy services developed by the LCCT. This information is designed for parents with low-literacy skills and is in English & Spanish. Partners serving those who are particularly culturally or geographically isolated ensure awareness and access to literacy services through educational resource speaker presentations and case managed support to successfully begin and continue needed services. *Provide professional development opportunities for family support professionals.* Professional development opportunities offered at one agency will be open to the staff of partner agencies. In addition, all participating agencies will have at least one staff person trained in the Touchpoints program. Touchpoints offers a framework for providing culturally sensitive services for families utilizing a strength-based approach. **I. C.4.** The services and strategies used by the collaboration align with the Imagine Austin vision of social equity, economic opportunity, recognition of community needs, and affordability and accessibility of life’s necessities and particularly address the mission that “Austin is Educated.” Through the collaborative, adults in families with small children are provided high quality education opportunities while learning how to provide early education opportunities for their children. If parents are educated and supported in creating safe, stable and

stimulating environments for their young children we will reap the benefits in those children growing to be physically and mentally healthy, developmentally prepared, educationally successful and economically thriving. All services are at no cost to clients ensuring accessibility and affordability. We will expertly support the families in our Austin community so that they have the right set of circumstances to have the best chance of educational success.

**I. C.5.** As agencies that have experience working with the target population, we are aware of challenges families typically encounter when accessing services including lack of childcare services, language barriers, low literacy skills, lack of transportation, unstable housing, social isolation, and undocumented immigration status. In a 2011 conversation session by UWGA, 120 families in 3 vulnerable neighborhoods identified barriers they faced. Barriers mentioned were few educational opportunities for children and parents to learn together, long waiting lists for desired programs, and a lack of transportation infrastructure to support the mobility of their families. These challenges are not only mitigated by the awareness of the barriers and planning with them in mind for the most access possible, but by following the SRAP plan as it addresses these in the *Ready Families* Strategies (noted above in item 3). **I. C.6.** The Ready Families Collaboration has developed an inclusive *Early Childhood Pipeline of Services* model, which allows for early and progressive intervention in children's development. In order to affect children in this way, members of all other Life Continuum categories must be meaningfully affected. In addition to serving children ages 0-5 in enriching services, teen parents classified in the **Youth** category receive services from the Ready Family Collaboration. These focus on teen parents' physical and emotional well being during pregnancy and the challenging early years of parenting teen parents' success in education and transition to the workforce with the additional barrier of accessing affordable, quality childcare, and positive personal growth/enrichment opportunities which can be particularly hard to focus on while trying to parent. ABC and CIS collected parent age data in FY13 and nearly 50% of their clients were teen parents. The physical and mental well-being and overall stability of caregivers is one of the largest predictors of early



childhood successes. Because all partners in the collaborative recognize this, an equal amount of services to achieve this end are provided to caregivers and **adults** in a child's **family** as are provided to children. No services are provided to a child without their caregiver. Services made accessible through strategies that incorporate the holistic needs of family units address basic needs, housing, behavioral health, life skill development, education, workforce involvement and physical health needs of adults in families with children 0-5 because family stability is critical to these children developing, succeeding and thriving. Children 0-5, teen parents (youth), adult caregivers and adults in a young child's home can all have **disabilities**. Families who have this additional challenge are doubly challenged in accessing the services and at greater risk of poor outcomes due to the lack of services accessible that meet their unique needs. The unique needs of families with young children with disabilities are addressed specifically by the collaborative through Early Childhood Intervention (ECI) and Medical Case Management (MCM) services designed to support families in providing therapies to ameliorate the developmental delays created by their child's disability and access diverse, high quality services in a complicated medical system. ABC, ACS and YMCA collected information in FY13 showing that an average of 15% of their clients were disabled. Clearly, the collaborative successfully reaches people in all Life Continuum categories and meaningfully affects their conditions in order to meet the Ready Families goal. The collaborative is already a neutral, trusted forum through which partners can plan and coordinate the many activities required for successful transformation of our collective service delivery. COA funding will allow us to build on this strong platform using multiple high-tech and human strategies to ensure performance accountability, timely communication, ongoing evaluation and continuous improvement. An initial requirement for participation in this collaboration was a signed Memo of Understanding (attached) that details the expectations, requirements, and goals of all partner agencies.

<b>Collaboration Strategy</b>	<b>Description</b>	<b>Frequency</b>
<b>Agency Executive</b>	During facilitated and annotated meetings, EDs will:	quarterly
<b>Director meetings</b>	-Review and analyze outcome data reports	

	<ul style="list-style-type: none"> <li>-Evaluate progress and make adjustments to meet grant goals.</li> <li>-Discuss implementation challenges and successes.</li> <li>-Identify training needs for staff to be addressed by collaborative.</li> <li>-Agendas and notes posted and accessible.</li> <li>-Consensus decision-making w/ABC final decisions</li> </ul>	
<b>Program Directors meetings</b>	<p>During facilitated and annotated meetings, PD staff :</p> <ul style="list-style-type: none"> <li>-Discuss successes and challenges</li> <li>-Problem-solve around common issues</li> <li>-Expand program knowledge for appropriate referrals and warm hand-offs.</li> <li>-Develop collegial and professional relationships with partners across to enhance resource sharing.</li> <li>-Agendas and notes posted and accessible.</li> <li>-Consensus decision-making</li> </ul>	Bi-monthly
<b>Collaborative Professional Development opportunities</b>	<ul style="list-style-type: none"> <li>-Resources outside of COA grant funding will be identified to meet the collective professional development needs of staff at all levels in the partner agencies.</li> </ul>	At least 2X annually
<b>E-mail messages and on-going electronic communication</b>	<p>Multiple platforms will likely be used for on-going and ad-hoc communications:</p> <ul style="list-style-type: none"> <li>-Updated contact info and service availability</li> <li>-Ready Family electronic newsletters w/ opportunities, emerging community needs, and SRAP activities.</li> <li>-E-mails to partners about new coordination or outreach</li> </ul>	As needed, but at least monthly

	issues	
<b>Shared resources</b>	<ul style="list-style-type: none"> <li>-Information posted on the common platform</li> <li>-Shared in-service training opportunities</li> <li>-Relevant non-commercial, educational digital media will be shared by KLRU among partners in relation to their and their clients' specific needs and interests</li> <li>-Resources for families will be shared among partner agencies – e.g. common health messages, school readiness info, upcoming family events, etc.</li> </ul>	As needed

**I. C.7.** The Ready Families Collaboration has demonstrated a strong commitment to sustained partnerships through several years of collective planning and joint problem-solving. The partnering agencies' leaders are confident that shared values, bolstered by formal written procedures, will foster productive resolution to issues that may arise. Although it is difficult to anticipate all situations that may arise, formal processes have been or will be developed that guide the collaboration in cases of: Non-performance or poor performance of a partner agency; Changes in agency leadership or agency mission; Unethical or unprofessional behavior of any partner agency; Lack of participation in any of the required collaborative meetings; Shifts in funding necessitated by emerging community needs or policy changes at the City level. **I. C.8.** ABC will provide services as a part of this collaborative and subcontract with 8 other partners to provide a comprehensive pipeline of services for children in the early childhood Life Continuum (see attached MOUs for details). The service partners include: **Austin Children's Shelter:** has a 30-year history of successfully serving children, youth, and families at-risk for or who have experienced child abuse and neglect. **AVANCE:** their 40-year-old curriculum provides prevention and intervention through parental and early childhood education, child development screenings, case management, and stimulation in the home. **Camp Fire Balcones Council:** is a family-based organization, focused on strengthening families through research based curriculum

and shared activities since 1966. **Communities In Schools:** addresses the increasing number of students not graduating from high school. Since 1985, its expanded services to at risk students in 60 public schools within 7 school districts, 4 of which are in Travis County. **Jeremiah Program:** is nationally recognized as an innovative, dual-generation program that breaks the cycle of poverty for low-income single mothers and their preschool children through services that include support for a college education, parenting education and high quality early childhood education. **KLRU:** has implemented PBS-designed, research-based workshops for low-income families in the Austin area and staff now serve a dual role as facilitators of ongoing workshops and as trainers for the Play To Learn model. **Literacy Coalition of Central Texas:** improves access to high quality, dual generation literacy programs to address the root causes of poverty, criminal involvement, and school drop-out rates. **YMCA of Austin:** provides an extended version of the Play to Learn Model ensuring that adults and children engage in a more intensive program empowering caregivers to build skills as their child's first teacher. **United Way for Greater Austin:** UWGA will be a non-funded partner providing ongoing support to the collaborative in the form of expertise in collaborative management, document drafting, research and information sharing as well as performance measurement tracking and data management to guarantee data is collected and shared to the wider community conditions. By gathering and organizing proven agencies around a common interest – the healthy development of young children and their families – even the most devastating conditions can be ameliorated. The Collaboration has developed a comprehensive *Early Childhood Pipeline of Services* model, endorsed by the Leadership Team of the SRAP, which allows for early and progressive intervention in children's development. Each distinct partner contributes to the overarching SRAP Ready Families' Goal and duplication or inefficiencies are eliminated by design. Together we provide services to low-income families with very young children based on the family need, interest, geographic location and home language. The array of services cover the age range of 0-5 year-old children and their parents and they cover the range of service intensity required by different families. The Collaboration takes a "collective impact" approach to early care and

education support work – fostering shared goals, using the power of data to improve services, relying on enhanced communication strategies and collective decision-making to create real and lasting change. By working together, there will be improvement in families’ access to services and quality of services and service delivery. **Access** will be improved by: 1) Prevention of duplication of services through common in-take questions that query families on services previously received. If a family has already received a similar service and/or needs a different type of service, they will be supported to access more appropriate resources through another partner agency; 2) When an agency’s program is full, families will be informed about other services that may have openings. Each agency will facilitate “warm hand-offs” among partners to prevent families falling through the cracks. **Quality of services** will be improved by: 1) Common and transparent data systems that highlight individual and aggregate performance on outputs and outcomes. Shared problem-solving around data issues and performance will enhance services; 2) Shared professional development for leaders and line staff on issues identified by partners; 3) Shared resources across providers. When 1 partner develops a helpful tool for families it will be shared across the pipeline. **I.C.9.** The extensive and holistic services provided by the 10 collaborative partners are the following: *ABC- Nurse Family Partnership (NFP)*- helps low-income first-time mothers and their children with registered nurses serving as home visitors. Services begin prenatally and continue with child development education until the child is 2 years old. NFP home visitors work with families to achieve 3 main goals: 1) Improve pregnancy outcomes by helping women engage in preventive health practices; 2) Improve child health and development by helping parents provide responsible and competent care; 3) Improve the economic self-sufficiency of the family by helping parents develop a vision for their own future, plan future pregnancies, continue their education and find work. *ABC-Parents as Teachers (PAT)*- ABC staff utilizes the evidence-based PAT curriculum focusing on home-based parent education and child development to strengthen low-income families with young

children whose well-being is at risk or who have a mild developmental delay. PAT home visitors work with clients in their home to create stable and safe family environments, address developmental delays, increase school readiness and encourage parent involvement in school and community. These result in improved parental confidence and competence, leading to greater family stability and appropriate emotional development of the child. ***ABC-Nurturing Parenting Program (NPP)***-Using the NPP curriculum, classes give parents the tools and skills to support their children's success in school and raise a healthy family. ABC staff work with parents to be proactive, confident and appropriate role models for their children. Parents, grandparents and foster parents are welcome to attend. ***ABC- Medical Case Management (MCM)***- serves families of children with physical, developmental, emotional or behavioral special health care needs. Parents and children receive emotional support, learn coping skills, and are connected to community resources. A variety of family events are provided throughout the year so families can meet, have fun and support each other. ***ABC-Early Childhood Intervention (ECI)***- serves families with children 0 to 36 months with a developmental delay, medically diagnosed condition or auditory or visual impairment. The ECI model was built on the understanding that the most effective time to improve a child's ability to grow and learn is before the age of 3. ECI helps children reach their full potential and increases parents' knowledge, skills, and ability to support their child's physical, mental, and emotional development. ***ACS- Strong Start Therapeutic Early Childhood Program***- prevents child abuse and neglect in high-risk families with children under age 6 and includes combining intense home visitation services using the evidence-based Incredible Years curriculum to increase positive parenting and decrease harsh parental strategies, with therapeutic classes to enhance child social emotional development and decrease challenging child behaviors. ***AVANCE- Parent-Child Program***- Through its 9 month



evidence-based program, AVANCE provides parenting and early childhood instruction, ESL classes, educational toy-making, home visits, case management, supportive services and developmental screenings. All classes are taught in Spanish by bilingual, culturally competent staff. AVANCE's services demonstrably help children succeed in school, prevent child abuse and neglect and break families' trans-generational cycle of poverty. Children become school-ready while parents learn to play an important, proactive role in counteracting risk factors that later lead to underachievement. *Camp Fire, KLRU and YMCA- Play to Learn-* provides parent education and digital literacy instruction to families through a weekly play-based intervention. Families are able to learn essential school readiness strategies to prepare their young children for Kindergarten. Highly trained early childhood facilitators work with families during the program to address observable issues such as aggressive behaviors, inattentiveness, or how to support language development and cooperative, engaging activities. *CIS-Parents as Teachers-* Parent educators provide regular home visits that follow the award-winning, evidence-based PAT curriculum, which combines an in-depth knowledge of early childhood development with recent neuroscience research findings on early learning. *CIS- Teen Parent-Incredible Years-*Parents participate in 18 sessions of the evidence-based Incredible Years program, which provides parents with tangible tools to help children reach developmentally appropriate milestones. Topics covered include nutrition, behavior management, social/emotional development, literacy at home, parental stress, and safety. Parent Educators strongly emphasize developing pre-literacy skills in young children with group sessions including reading along, modeling reading, and learning games and at each session, parents are given materials to continue the pre-literacy skill building activities at home. Each family receives at least 1 developmentally appropriate book per month in their home language. *CIS-ASPIRE-* ASPIRE provides a minimum of 16 hours per

week of Adult Basic Education (ABE), General Educational Development (GED), English as a Second Language (ESL) and computer literacy classes. Students that attain a GED set goals for further education and vocational training and are supported through a partnership with Austin Community College to begin coursework. ASPIRE provides center-based early childhood education to infants, toddlers, and preschoolers focusing on oral language development, vocabulary, phonological awareness, comprehension, and print knowledge. The Incredible Years curriculum fosters school readiness and appropriate classroom skills and behavior in the 3 year old classroom. *Jeremiah Program- National High Scope Curriculum-* is a dual-generation program that breaks the cycle of poverty for low-income single mothers and their children through services that include support for a college education, parenting education and high quality early childhood education. Jeremiah Program has evaluative procedures in place at every step in a family's experience to ensure appropriate progress and to measure the lasting impact of this unique model. Participants work with a staff coach on family goal setting, academic support and crisis intervention. *LCCT-Play as Learning Strategies-* is proven to help children enter school ready and improve literacy levels of parents and their children. In addition to these services, ABC will be the collaborative lead and fiscal agent supporting compliance with contract requirements, achievement of contract deliverables, coordination of services, and fiscal oversight of subcontractors. ABC is uniquely positioned to facilitate this partnership given the 10+ year history of successfully executing contracts with the City of Austin. UGWA will provide support in performance measurement and data collection.

#### **D. Performance Measures – Impact on the Goals**

**ID.1.** The number of unduplicated individuals served will be calculated based on initial client intake forms. Clients will be asked if they have been enrolled in and completed services with any organization in the collaborative in the past 12 months. If they answer no and participate in services with the provider, they will be counted toward the unduplicated client count. This

number from each collaborative partner will be added to create the unduplicated client count for the collaborative. Services that are designed to have a parent and a child component with distinct outcomes for the parents and children will be counted as 1 client for the parent and 1 client for the child. Only clients for whom an outcome is intended to be collected will be counted toward the unduplicated client served count and included in the outcome measurement. **Output**

**Measures/Outcome Measures:** See attached Section 0645

## **E. Service Coordination**

**I.E.1.** Each agency fulfills a different yet significant place in the “Early Childhood Services Pipeline” – which is a continuum of services ranging from low to high intensity so duplications are removed by design. The collaboration intends to mitigate duplication of services by becoming knowledgeable in partner programming, communicating regarding their available agency services and enrollment periods, planning for common intake questions and facilitating “warm hand-offs” during referral processes. To ensure these steps are coordinated and efficient, part of the Collaboration Project Manager’s role will be to update and share contacts, procedures and partner service openings on a monthly basis with all partners. **I.E.2.** Currently, each agency has its own Information & Referral process. Partners will remain well informed regarding contacts, procedures and partner service openings for appropriate referrals and “warm hand-offs.” At Program Director meetings, staff will discuss any remaining information concerning outreach, intake and service delivery. **I.E.3.** As noted, in question 6 above, these MOUs are between the critical partners who will ensure that the Ready Families Collaboration maximizes service delivery to the target populations. Please see attached MOUs. **I.E.4.** Direct service staff is well-informed of eligibility requirements to qualify for public benefits and resources as well as the application process for receiving them. Training opportunities for staff will be available. Due to this knowledge, as clients receive collaborative services they can easily be identified as potential eligible candidates for specific benefits. Providing clients with accurate information on obtaining

benefits with follow up and help on barriers to receipt or linking them directly, greatly increases the chances the client will connect to needed resources. **I.E.5.** Collaborative partners will offer the following services to active clients in their programming. These will be considered in identifying the best program for a family. Transportation assistance-ABC, ACS, CIS; Basic needs emergency assistance-ABC, CIS; Onsite meals-ACS; Mental health services-ABC, ACS; Childcare/preschool-ABC, ACS, Jeremiah Program, YMCA; Health literacy & nutrition education-AVANCE; Housing-Jeremiah Program; Social media engagement (Facebook)-KLRU; Outdoor family activities-Camp Fire

## **F. Community Planning Activities**

**I.F.1.** This collaboration represents the collective efforts of the *Ready Families* Support Network, which is a workgroup of the community's Success By 6 SRAP. The Network has convened, via UWGA, quarterly to continue the forward movement of the SRAP. **I.F.2.** Collaborative partners participate in the UWGA Early Childhood Stakeholders meetings, contribute to the Community Advancement Network's numerous community input opportunities and provide data relevant to the needs, demographics, and trends affecting Austin/Travis County. Several partners are task force members in HACA's HUD Choice Neighborhood Initiative which employs a comprehensive approach to transforming a distressed neighborhood.

## **G. Overall Evaluation Factors Regarding Applicant**

**I. G.1.** ABC has extensive contracting experience across diverse city, county, state and local funders; see attached document for details. Monitoring reports attached. **Child Inc.** *Judy Szliagyi, Education Coordinator, 512-451-736; Department of Assistive and Rehabilitative Services Kim Wedel, Assistant commissioner for Early Childhood Intervention Services, 512-424-675; Department of Family and Protective Services Beth Bryars, Contract Manager, 512-929-6954; Department of Housing and Community Affairs Julian F. Perez, Senior Program Officer, 512-475-390; Department of State Health Services Jeffrey Sopera, Program*

*Specialist, 512-776-3073; Housing Authority of the City of Austin Barbara Jackson, YES Manager/ROSS Service Coordinator, 512-477-4488; Health and Human Services Commission Kim Willet, Contract Manager, 512-420-2854; Travis County Health and Human Services & Veterans Service San Juana Ortega-Gonzales, Contract Compliance Specialist, 512-854-4122; United Way for Greater Austin Sue Carpenter, Sr Director/Success by 6, 512-382-8608*

**I. G.1. a.** Any Baby Can has a long history of providing services funded through the City of Austin Health and Human Services Office as both a primary recipient/fiscal agent and a subcontractor. Please see the attached document for detailed information. **City of Austin Ron Hubbard, Early Childhood Coordinator/Acting Manager, 512-972-5028; Best Single Source Plus Christina Hamilton, Associate Director BSS Plus and Evaluations, 512-646-1251; Workforce and Education Readiness Continuum Peter Brodeur, Special Projects Manager, 512-597-7121**

**I.G.2.** ABC has a rich history of providing early childhood services to families in Austin. Our Tandem Collaboration, Healthy and Fair Start, Early Childhood Intervention, Family Literacy and Parenting Education programming originated in 1979 when ABC began providing comprehensive services to East Austin families in need of prenatal, early childhood and parenting education. Since then ABC primarily serves low socioeconomic families of children 0 -5 years in efforts to improve birth outcomes, prevent and reverse developmental delays, ensure timely immunizations, reduce injuries and increase positive parenting behaviors. Modifications, such as adopting evidence based curricula, increased evaluation and serving all of Travis County, have been made to improve the programs and meet the community need. Any Baby Can has a wealth of knowledge and experience working with all of the priority populations the Ready Families collaborative has identified.

**I.G.3.** Currently, the Tandem Collaboration and Healthy and Fair Start program use the Parents As Teachers model focusing on home-based parent education and child development. The Parent Education program utilizes The Nurturing Parenting Program (NPP) curriculum which is designed to empower individuals and families to make good and

healthy lifestyle choices. In 2008, ABC was afforded the opportunity to include the Nurse-Family Partnership model in its repertoire of services serving first time low income mothers with registered nurses as home visitors. Our Early Child Intervention (ECI) and Medical Case Management (MCM) programs continue to thrive as they have since their beginnings over 20 years ago. During the course of our work over the years, it became evident that families often needed to address mental health issues and cope with stressful and difficult situations. Therefore, in 2002 ABC initiated its No Estás Solo counseling program to provide home-based mental health counseling to children and families enrolled in Any Baby Can home visitation services.

## **H. Data Management and Program Evaluation**

**I.H.1.** ABC has decades of experience entering data into diverse, sometimes complicated web-based data systems. Currently, the agency enters data for the Texas Department of Assistive and Rehabilitative Services (DARS), the HMIS database, Texas Health and Human Service Commissions Texas Nurse Family Partnership Efforts to Outcomes database, the City of Austin's Health and Human Services Dept. CTK database, and the United Way for Greater Austin's CTK database. While inputting data multiple times, into diverse databases can be challenging due to quantity of paperwork, we have not experienced any substantial challenges and have had on time data entry and reporting consistently with few to no problems for many years. **I.H.2.**

Performance measures including output and outcomes are regularly reviewed to assess progress toward intended goals, unexpected successes and unplanned challenges. Additional exploratory data points with collaborative benchmarks will be reviewed at quarterly collaborative meetings to consider for future analysis. When quantitative data points toward a challenge or concern additional quantitative and qualitative data will be pursued. Once the challenge has been clearly identified a performance improvement plan will be developed to identify areas that are lacking, ways to improve, timelines and responsible parties. ABC will pursue all avenues for technical assistance for any challenges and feels confident that through focused problem-solving collaborative partners and their community connections will create solutions. If initial



performance improvement plans are not given their due diligence, corrective action plans with progressive consequences will be implemented. **I.H.3.** All collaborative partners will be asked to turn in preliminary performance data and financial information monthly in a simple format with any revisions incorporated quarterly for reporting for the full collaborative to the City of Austin. Performance measures will be reviewed at each collaborative meeting and any challenges with collection, calculation or performance will be discussed. Partners will be expected to get their quarterly final performance measure information to ABC 5 days prior to the final City of Austin due date to ensure adequate time for compilation and corrections as needed. **I.H.4. N/A**

### **I. Staffing Plan**

**I. I. 1.** The overall leadership and direction for this collaborative will be provided by the Any Baby Can Executive Director. ABC will employ a full time Collaborative Project Manager who will coordinate the collaborative partners to meet regularly, share information, create efficiencies through communication, procedures, shared data and support the work of the collaborative in all aspects. A full-time Collaborative Contract Billing Specialist will be hired to provide processing and oversight to the financial and billing documents provided to ABC from subcontractors. For ABC services provided in support of this collaborative and for direct service, providing subcontractors' detailed staffing plans with accompanying job descriptions and resumes, identify appropriate staffing and oversight for each program proposed.

**I. I. 2.** See attached form 0654 for Applicant and Subcontracting Agencies staffing

**I. I. 3.** See Attached resumes/job descriptions for key staff of applicant and subcontractors

### **Part II – Cost Effectiveness Total points: 20**

#### **A. Budget**

**II.A.1.a** The accompanying budget includes a request for 20% of the anticipated funds necessary to provide the direct staffing, oversight, supplies, mileage, training and overhead costs for the services of the Ready Families Collaboration and proposed here. See attached Section 0650- Program Budget and Narrative

**II.A.1.b** See attached Section 0650- Program Budget and Narrative Program Subcontractors form

**II.A.2** The Fundraising and Administrative Percentage is 10.79%. The calculation is below.

Form 990 for Year ending August 31, 2013

Part IX, Line 25, Column C (Management and General Expenses)	112,245
Part IX, Line 25, Column D (Fundraising Expenses)	520,159
	<hr/>
	632,404
Part VIII, Line 12, Column A (Total Revenue)	5,860,863
<b>Fundraising and Administrative Percentage</b>	<b>10.79%</b>

## **B. Cost per Client**

**II.B.1.** The average cost per City client is \$1,253 and is calculated based on the amount of the requested COA funding divided by the number of clients being served by this COA proposal ( $\$1,666,579/1330=\$1,253$ ). **II.B.2.** The average cost per client served from all funding sources is \$2,205 based on the full budgets for the programs proposed divided by the total number of clients served by those programs. ( $\$8,579,202/3890=\$2,205$ ) This difference is due to the lack of inclusion of full overhead costs in the City of Austin budget versus full program cost budgets.

**II.B.3.** The average cost per client achieving an outcome is \$1,565 based on the amount of the requested funding for client services divided by the number of clients we expect to achieve one of the proposed outcomes ( $\$1,666,579/1,065=\$1,565$ ). **II.B.4.** Strategies across the collaborative range in cost from \$312 to \$13,719 per client, primarily based on the duration and level of intensity of services. The collaborative has vetted each partner to ensure that they have a fit within the collaborative pipeline. In this collaborative, programs that are less than 6 months, meet in group settings and meet weekly cost an average of \$512 per client. Programs that provide intensive in-home, residential or one on one service over 9 months to two years cost an average of \$1,967 per client. These averages are lower than the expected average cost per client for the evidence-based programs that these services utilize. These costs are very reasonable

considering that these costs include training for special research and evidence-based curricula and models, highly trained staff, specialized facilities, extensive mileage costs for home visiting, and infrastructure within each agency that provide oversight and support for programming excellence. **II.B.5.** Our continued prosperity depends on a strong educational system that prepares individuals for the future, yet in the critical learning period before the age of 6, many Central Texas children are not receiving the support they need. Brains are the most malleable in the first few years, meaning that creating environments that support healthy brain development during the first five years is more effective than treating problems at a later age. According to James Heckman, a Nobel Laureate economist, investments in the very young yield the highest returns among education and workforce interventions. Vulnerable individuals who begin early learning programs during their first five years of life are not only more successful in school than their peers, but eventually earn higher wages and make more valuable contributions to society. According to UWGA's 2012-2015 School Readiness Action Plan, depending on the intervention, the return on investment (ROI) for early childhood interventions ranges from \$4.10 to \$9.20.

**C. Program Funding Summary- II.C.1.** See attached Section 0655-Program Funding Summary; please note, there are currently no funds certain for the FY16 fiscal year. The attached list represents current FY14 funding that is reasonably stable and for which we intend to request for FY15 and FY16.

**Part III – Local Business Presence Total points: 10**

**III.1.** 90% of the Ready Families Partners meet the definition for local business presence. The only exception is the Jeremiah Program, who opened their local branch less than 5 years ago. See attached Section 0605- Local Business Presence Identification Form

## **Part IV – Bonus Evaluation Points Total points: 25**

### **A. Collaborations/Connection to Additional Self-Sufficiency Goal(s) & Life Continuum Category(ies)**

**IV.A.1.** As noted in Part 1, question 6, the Ready Families Collaboration is already a neutral, trusted forum through which respective partners can plan, facilitate and coordinate activities required for successful transformation of our collective service delivery. COA funding will allow us to build on this strong platform using multiple high-tech and human strategies to ensure performance accountability, timely communication, continuous evaluation and improvement.

**If applicable, provide information on how the application meets the additional self-sufficiency goal(s) and/or Life Continuum category/categories.**

As noted below in Part 1, question 8 the Ready Families Collaboration has developed a robust, comprehensive *Early Childhood Pipeline of Services* model, endorsed by the SRAP Leadership Team, which allows for early and progressive intervention in children's development. In order to affect children in this way, members of all other Life Continuum categories must be affected meaningfully. The Ready Families Collaboration successfully reaches people in all Life Continuum categories and significantly affects their conditions in order to meet the collaborative goal ensuring families are ready to meet the needs of young children and help them thrive. The Ready Families Collaboration also affects all other Self-Sufficiency goals identified in this RFS.

**Early School Success and Dropout Prevention:** Identifying and meeting the needs of children from vulnerable families before they are referred for intervention services is a highly effective way of achieving dropout prevention. Current research and 3 decades of experience in the field have shown that “dropping out” of school is not a one-time event that occurs at the high school level, but rather a process of school disengagement that may begin as early as preschool, particularly for students from vulnerable families. Research tells us that the earliest years of life are crucial to school readiness and future academic achievement. Research also shows that one of the most effective ways to help children succeed in school is to educate their parents and provide

them with the knowledge and skills necessary to nurture their children's physical, emotional, and intellectual development.

**Literacy and Workforce Education as Transition Out of Poverty:** Providing integrated literacy services for the whole family can break the cycle of poverty, illiteracy, and unemployment. The path out of generational poverty is education. Family Literacy/Two Generation programs in this collaborative provide a comprehensive and proven strategy that breaks down barriers to educational success. These programs integrate intensive services for parents and their young children, including adult education (ESL, ABE, GED preparation, and computer literacy), early childhood education (high-quality infant, toddler, and pre-school primary education), parenting education and support (home visits and group parenting classes), and intergenerational learning activities (play and learn groups). Services are targeted to those most in need, specifically disenfranchised, low-income, immigrant families in Austin's most disadvantaged neighborhoods. These programs provide parenting, life, and job skills to adults while simultaneously offering a research-based framework for getting young children socially, emotionally, and academically ready for school. A wealth of data and independent evaluations prove that these programs work in **transitioning families out of poverty**.

**Safety Net Supports:** Through case-management services, a number of partners provide a powerful **safety net** for their clients. Families generally come to the programs with an assortment of basic needs, including insufficient food, clothing, healthcare, and housing. Staffs in medium and high intensity programs monitor individual needs of each family during home visits to ensure their basic needs are met. They maintain a food and clothing closet on-site, transport clients to clinics, and link clients with necessary community supports. Safety net supports allow families to have more focus on the child development services being offered in their primary program.

**Universal Supports:** ACS, CIS-ASPIRE, AVANCE and Jeremiah Program all provide center-based early childhood education to infants, toddlers, and preschoolers. The early childhood education classrooms focus on oral language development, vocabulary, phonological awareness, comprehension, and print knowledge. The instructional approach is based on responsive

interactions to promote strong, supportive, social relationships, which in turn promote cognitive readiness and the capacity for independent functioning. In ACS and CIS-ASPIRE programs, 3 year olds are introduced to the evidence-based Dina Classroom IY curriculum which fosters school readiness and appropriate classroom skills and behavior. Parents would not be able to participate in adult education classes without the availability of concurrent childcare. ABC and ACS offer mental health counseling, at no cost to COA, for children and their families.

**Enrichment:** Staff in partner organizations provide **enrichment** activities for families to enhance the program's impact. Enrichment activities range from music and movement classes to health and wellness workshops to family fun events, and field trips. Partners honed services to provide rich educational experiences and tools that lead to stronger intra-family bonds and a more educated, healthy, and self-reliant family unit. Specifically, CIS families garner expanded horizons through field trips focused on the world of work, higher education, and exposure to fun, enriching life experiences such as universities, museums, libraries, concerts, plays, and parks – often for the very first time.

## **B. Leveraging**

**5 points**

**IV.B.1.** Department of Assistive and Rehabilitative Services (DARS). **IV.B.2.** Name: Early Childhood Intervention (ECI); Term: September 2013-August 2014; Amount: \$77,636

**IV.B.3.** September 2013-August 2014 . **IV.B.4.** If Any Baby Can does not secure its complete State and Local Funds requirement for the DARS-ECI contract the full contract amount of \$574,199 could be jeopardized. **IV.B.5.** With support in the amount of \$1,750,000 COA will be providing approximately only 10% of the agency's overall total budget, and with 88% of all revenue going towards direct program costs, this is a sound return on investment. See attached DARS Letter.

## **C. Healthy Service Environment**

**Maximum 10 points**

**IV.C.1** ABC is committed to promoting, nurturing and preserving a healthy work environment. ABC has a Workplace Violence Prevention policy in place and it is available to all staff in their Employee Handbook. Several factors can prompt a new or revision of an existing policy which



include, but are not limited to: Changes in agency initiatives, an annual review, Executive Officer recommendations, changes in employment laws, agency growth, technology changes, changes in best practices and/or regulations, change in funding sources, and Risk Management audits.

Policy Implementation procedures:

- a. Policies are reviewed annually and as needed by HR. Any Baby Can Officers can also submit recommended update or new suggestion to HR.
- b. HR submits policy updates to attorney for review.
- c. HR submits policy to executive team.
- d. HR submits policy to board executive committee.
- e. Executive committee submits policy to board for board approval.
- f. Process is documented and tracked by HR.
- g. HR informs staff of updated or new policy.

**IV.C.2.** ABC's Chief Human Resources Officer will be responsible for ensuring implementation of the three remaining policies before October 2015. ABC currently has Smoke Free Work Environment policy and is in the process of becoming a Tobacco Free Work Place. ABC currently meets 2 of the 4 criteria for the Mother-Friendly Workplace policy and has begun plans to become a certified Breastfeeding Friendly Workplace. HR has started preliminary work to implement an employee wellness program. Technical assistance will gladly be requested and accepted from the City of Austin's HHS department, mentioned in this RFS.

**Authorized Negotiator:** Margi Preston, Executive Director, 1121 East 7th St, Austin TX 78702: 512.334.4455

---

<sup>i</sup> Ibid

<sup>ii</sup> Children's Optimal Health. Birth Outcomes Report. 2013.

<sup>iii</sup> TECCS Community Profile. United Way for Greater Austin and UCLA. 2011.

<sup>iv</sup> <http://www.heckmanequation.org>

MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)  
PROCUREMENT PROGRAM  
NO GOALS FORM

SOLICITATION NUMBER: EAD0116

PROJECT NAME: Ready Families Collaboration

The City of Austin has determined that no goals are appropriate for this project. Even though no goals have been established for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract; using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No \_\_\_\_\_ If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope.

Yes X If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, subconsultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though no goals have been established, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.

Amy Baby Can  
Company Name

Katie Ryan, Chief Programs Officer  
Name and Title of Authorized Representative (Print or Type)

[Signature]  
Signature

4-23-14  
Date

**MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE (MBE/WBE)  
PROCUREMENT PROGRAM  
NO GOALS UTILIZATION PLAN**  
(Please duplicate as needed)

SOLICITATION NUMBER: <u>EAD0114</u>
PROJECT NAME: <u>Ready Families Collaboration</u>

**PRIME CONTRACTOR/CONSULTANT COMPANY INFORMATION**

Name of Contractor/Consultant	<u>Any Baby Can</u>		
Address	<u>1120 East 7th St</u>		
City, State Zip	<u>Austin TX 78702</u>		
Phone	<u>512-439-3252</u>	Fax Number	<u>512-477-9205</u>
Name of Contact Person	<u>Katie Ryan</u>		
Is company City certified?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>		

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Katie Ryan, Chief Programs Officer  
Name and Title of Authorized Representative (Print or Type)

[Signature] 4-23-14  
Signature Date

Provide a list of all proposed subcontractors/subconsultants/suppliers that will be used in the performance of this Contract. **Attach Good Faith Efforts documentation if non MBE/WBE firms will be used.**

Sub-Contractor/Consultant	<u>SEE ATTACHED</u>		
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	Ethnic/Gender Code:	<input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	<u>\$</u>		
List commodity codes & description of services			

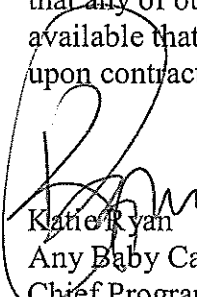
Sub-Contractor/Consultant	<u>SEE ATTACHED</u>		
City of Austin Certified	MBE <input type="checkbox"/> WBE <input type="checkbox"/>	Ethnic/Gender Code:	<input type="checkbox"/> NON-CERTIFIED
Vendor ID Code			
Contact Person	Phone Number:		
Amount of Subcontract	<u>\$</u>		
List commodity codes & description of services			

**FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:**

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor \_\_\_\_\_ Date \_\_\_\_\_ Director/Deputy Director \_\_\_\_\_ Date \_\_\_\_\_

Any Baby Can has contacted the Small and Minority Business Resource Department to request a list of firms available to perform services relevant to this contract. If it is found that any of our current subcontractors are applicable MBE/WBE firms or that a firm is available that offers identical services we will incorporate them into our collaborative upon contract award.



Katie Ryan  
Any Baby Can  
Chief Program Officer

Currently Planned Subcontractors  
*Program Subcontractors*

SUBCONTRACTOR #1	
Name of Subcontractor	Communities in Schools of Central Texas
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Kirsten Siegfried	Phone Number:
Amount of Subcontract: \$365,000	
List of commodity codes and descriptions of services	Comprehensive dual generation family literacy programming; PAT home visiting; Incredible years group parenting classes
SUBCONTRACTOR #2	
Name of Subcontractor	AVANCE - Austin
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Sofia Casini	Phone Number: 512-326-9335
Amount of Subcontract: \$ 150,000	
List of commodity codes and descriptions of services	Parenting and Early Education classes; home-visitation and case management; transportation and food
SUBCONTRACTOR #3	
Name of Subcontractor	Camp Fire USA Balcones Council
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Rebecca Benz	Phone Number: 512-349-2111
Amount of Subcontract: \$ 60,000	
List of commodity codes and descriptions of services	Camp Fire Play to Learn, 2 generation parenting program

SUBCONTRACTOR #4	
Name of Subcontractor	YMCA of Austin
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Missy Quintela	Phone Number: (512) 236-9622 ext. 357
Amount of Subcontract: \$ 90,832	
List of commodity codes and descriptions of services	YMCA of Austin Play to Learn

SUBCONTRACTOR #5	
Name of Subcontractor	Jeremiah Program
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Shannon Moody	Phone Number: 512.656.8129
Amount of Subcontract: \$ 50,000	
List of commodity codes and descriptions of services	Early Childhood Education services; Family Support including parenting services

SUBCONTRACTOR #6	
Name of Subcontractor	Literacy Coalition of Central Texas
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Meg Poag	Phone Number: 512-735-2534
Amount of Subcontract: \$ 85,095	
List of commodity codes and descriptions of services	Administer the Playing and Learning Strategies (PALS) program in multiple sites and classrooms



SUBCONTRACTOR #7	
Name of Subcontractor	Capital of Texas Public Telecommunications Council – dba KLRU
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Ben Kramer	Phone Number: 512-475-9050
Amount of Subcontract: \$ 65,652	
List of commodity codes and descriptions of services	Play to Learn workshop series

SUBCONTRACTOR #8	
Name of Subcontractor	Austin Children's Shelter
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Donna Wood	Phone Number: 512-927-4732
Amount of Subcontract: \$ 100,000	
List of commodity codes and descriptions of services	Evidence-based home visitation services coupled with therapeutic early childhood classes for children.

SUBCONTRACTOR #9	
Name of Subcontractor	Shelley Scotka
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Shelly Scotka	Phone Number: 512-238-1725
Amount of Subcontract: \$ 266	
List of commodity codes and descriptions of services	Be Ready for Baby Parent Education Services – English for Any Baby Can Services

SUBCONTRACTOR #10	
Name of Subcontractor	Rosa Torres
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Rosa Torres	Phone Number: (512) 417-4534
Amount of Subcontract: \$ 265	
List of commodity codes and descriptions of services	Be Ready for Baby Parent Education Services – Spanish for Any Baby Can Services

SUBCONTRACTOR #11	
Name of Subcontractor	Various Therapists
City of Austin Certified:	NON-Certified
Vendor ID Code:	NONE
Contact Person: Alex Alfau	Phone Number: 512-334-4417x113
Amount of Subcontract: \$ 1,295	
List of commodity codes and descriptions of services	Speech Therapy, Physical Therapy, Occupational Therapy for Any Baby Can Services

**Section 0835: Non-Resident Bidder Provisions**

Company Name Any Baby Can

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: Resident Bidder

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.
- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_ Which State: \_\_\_\_\_

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: \_\_\_\_\_

## Section 0615

### Connection to Self-Sufficiency Goals and Life Continuum Categories

Select the primary Self-Sufficiency Goal and Life Continuum Category that your Application narrative will describe. If applicable, select any secondary Self-Sufficiency Goals and Life Continuum Categories included in your Application narrative.

For a detailed description of the Self-Sufficiency Goals and Life Continuum Categories, see Section 0500: Section 1 – Introduction.

<p>Select <b>only one (1)</b> of the following as the primary Self Sufficiency Goal your Application will address:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Safety Net Infrastructure</li> <li><input type="checkbox"/> Transition Out of Poverty</li> <li><input checked="" type="checkbox"/> Problem Prevention</li> <li><input type="checkbox"/> Universal Support Services</li> <li><input type="checkbox"/> Enrichment</li> </ul>	<p>Select <b>only one (1)</b> of the following Life Continuum Categories your application will address based on the primary goal selected:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Early Childhood</li> <li><input type="checkbox"/> Youth</li> <li><input type="checkbox"/> Adults and Families</li> <li><input type="checkbox"/> Seniors &amp; Persons with Disabilities</li> </ul>
---	--

If additional Self-Sufficiency Goals and Life Continuum Categories are addressed by this Application, please identify each goal in the table provided below:

<p>Self-Sufficiency Goals:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Safety Net Infrastructure</li> <li><input checked="" type="checkbox"/> Transition Out of Poverty</li> <li><input checked="" type="checkbox"/> Problem Prevention</li> <li><input checked="" type="checkbox"/> Universal Support Services</li> <li><input checked="" type="checkbox"/> Enrichment</li> </ul>	<p>Life Continuum Categories:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Early Childhood</li> <li><input checked="" type="checkbox"/> Youth</li> <li><input checked="" type="checkbox"/> Adults and Families</li> <li><input checked="" type="checkbox"/> Seniors &amp; Persons with Disabilities</li> </ul>
---	--

## **Evidence Based Citations (I. C.2.a.)**

**AVANCE Parent Child Program: Johnson, D., Walker, T.B., & Rodriguez, G.G. (1996).**

Teaching low-income mothers to teach their children. *Early Childhood Research Quarterly*, 1, 101-114.

**Early Childhood Intervention(ECI): Early Intervention, IDEA Part C Services, and the Medical Home: Collaboration for Best Practice and Best Outcomes. (September 30, 2013)**

*The American Academy of Pediatrics.*

**Incredible Years: Baydar, N., Reid, M. J., & Webster-Stratton, C. (2003).** The role of mental health factors and program engagement in the effectiveness of a preventive parenting program for Head Start mothers. *Child Development*, 74(5), 1433-1453.

**Medical Case Management (MCM): Z. J. Huang, M. D. Kogan, S. M. Yu et al. (2005)**

“Delayed or Forgone Care Among Children with Special Health Care Needs: An Analysis of the 2001 National Survey of Children with Special Health Care Needs,” *Ambulatory Pediatrics*.

**Nurse-Family Partnership (NFP): Olds, D. L., Kitzman, H., Cole, R., Robinson, J., Sidora, K., Luckey, D. W., et al. (2004).** Effects of nurse home-visiting on maternal life course and child development: Age 6 follow-up results of a randomized trial. *Pediatrics*, 114(6), 1550-1559.

**Nurturing Parenting Program (NPP): Hodnett, R. H., Faulk, K., Dellinger, A., & Maher, E. (2009).** Evaluation of the statewide implementation of a parent education program in Louisiana's child welfare agency: The Nurturing Parent Program for infants, toddlers, and preschool children. *Final evaluation report submitted to Casey Family Foundations*

**Play and Learning Strategies (PALS): Susan H. Landry, Karen E. Smith, Paul R. Swank and Cathy Guttentag (2008).** A Responsive Parenting Intervention: The Optimal Timing

Across Early Childhood for Impacting Maternal Behaviors and Child Outcomes”;

*Developmental Psychology; American Psychological Association*, Vol. 44, No. 5, 1335–1353

**Parents as Teachers (PAT):** Zigler, E., Pfannenstiel, J. C., & Seitz, V. (2008). The Parents as Teachers program and school success: A replication and extension. *Journal of Primary Prevention*, 29(2), 103-120.

**Play to Learn (PTL):** Purtell, K., Gershoff, E. T., Herrera, A. W., Carpenter, S., Horton, K., & Meunier, L. (2014, April). Play To Learn: An Evaluation of a Community-Based Program Promoting Parent Involvement in Children’s Early Learning. *Poster presented at the Strengthening Connections Among Child and Family Research, Policy, and Practice meeting of the Society for Research in Child Development, Alexandria, Virginia.*



## Section 0640

### Program Performance Measures and Goals

#### OUTPUT MEASURES

Provide proposed goal amounts for your program in the City of Austin column, the All Other Funding Sources column and the TOTAL (City + All Other) column.

<u>OUTPUT # 1 (Required)</u>	<u>City of Austin</u> Annual Goal	<u>All Other</u> <u>Funding Sources</u> Annual Goal	<u>TOTAL</u> (City. + All Other) Annual Goal
Number of unduplicated clients served per 12-month contract period	1330	2560	3890

<u>OUTPUT # 2 (Required)</u>	<u>City of Austin</u> Goal	<u>All Other</u> <u>Funding Sources</u> Goal	<u>TOTAL</u> (City + All Other) Goal
Number of unduplicated clients served during the initial 36-month contract period	3600	6900	10,500

#### OUTCOME (RESULTS) MEASURES

Replace the blue text in the left column of this section with the actual wording of your measures' numerators, denominators, and outcome rates (by %). Also in the right column's shaded blocks, include the corresponding goal amounts and percentages for each line.

Total Program Performance – OUTCOME # 1 (Required)	Total Program Annual Goal
Number of children 0-5 who make progress toward treatment plan goals (numerator)	385
Total number of children 0-5 who have a baseline and follow up treatment plan (denominator)	480
% of children 0-5 who make progress toward treatment plan goals (outcome rate)	80%

Total Program Performance – OUTCOME # 2 (Proposed)	Total Program Annual Goal
Number of parents/caregivers who demonstrate improved life skills and/or knowledge (numerator)	680
Total number of parents/caregivers who have a baseline and follow up assessment of life skills and/or knowledge (denominator)	850
Percentage of parents/caregivers who demonstrate improved life skills and/or knowledge (outcome rate)	80%

*(For additional Output or Outcome measures, copy and paste the blocks above and re-number accordingly)*



United Way for Greater Austin

**LETTER OF COMMITMENT**

April 20, 2014

Grant Review Committee  
HHS Social Services Contracts  
City of Austin  
Austin, TX

To Whom It May Concern:

This letter underlines United Way for Greater Austin Success By 6's commitment to providing the following types of in-kind support to the Ready Families Collaboration throughout the grant period:

- Service provision **data management**, including output and outcome data tracking for individual collaborative agencies as well as aggregate reporting
- Ready Families Collaboration **meeting facilitation** to ensure collective goals are being met, problems are addressed, and collaborative relationships are maintained and fostered
- **Coordination** with the School Readiness Action Plan Leadership Team so that the Collaboration's activities and goals stay fully integrated into the larger Plan
- **Reporting results** of the Ready Families Collaboration to the School Readiness Action Plan stakeholder groups and to larger community.

We fully support this proposal because it represents a collective, creative, and cohesive response to a critical community need.

Please feel free to contact me with questions as needed.

Best,

Debbie Bresette  
President and CEO  
United Way for Greater Austin

---

**MAKES  
AUSTIN  
GREATER**

## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between Austin Children's Shelter and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.

- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly.
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

#### PARTNER AGENCY:

As an Early Childhood Collaborative partner agency, Austin Children's Shelter agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.

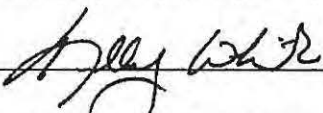
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of insurance required under the Supplemental Purchase Provisions of the City of Austin's Self-Sufficiency Continuum for Social Service Contracts Request for Proposal, during the term of any Baby Can of Austin's contract with the City.
- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - Enter clients information in the data sharing tool provided by Any Baby Can.
  - Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - Attend monthly the Early Childhood Collaborative directors meetings.
  - Maintain proper case management file documentation for two years after client has exited from program.
  - Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - Therapeutic classes for children between the ages of 18 months – five years.
  - Provide evidence-based home visitation services to parents of children ages 18 months – 5 years.
- Outputs/Outcomes:
  - 24 unduplicated parents /caregivers served annually
  - 24 unduplicated children 0-5 served annually
  - 20 parents/caregivers who will show improvement in life skills or knowledge annually.
  - 22 children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement is for 1(one) years from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at anytime to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

Donna Norris Wood, Senior Director of Prevention and Community Programs

Lori Seeds Martin, Program Director of Strong Start

Signed:  Date: 4/17/14  
Kelly White, Executive Director

Signed:  Date: \_\_\_\_\_  
Margi Preston, Any Baby Can of Austin, Executive Director

## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between ~~AVANCE-Austin~~ and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.



- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly.
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

**PARTNER AGENCY:**

As an Early Childhood Collaborative partner agency, AVANCE-ASHM agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of insurance required under the Supplemental Purchase Provisions of the City of Austin's Self-Sufficiency

Continuum for Social Service Contracts Request for Proposal, during the term of any Baby Can of Austin's contract with the City.

- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - Enter clients information in the data sharing tool provided by Any Baby Can.
  - Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - Attend monthly the Early Childhood Collaborative directors meetings.
  - Maintain proper case management file documentation for two years after client has exited from program.
  - Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - Parenting & Early Childhood Classes
  - Home Visitation & Case Management
  - Transportation & Food
- Outputs/Outcomes:
  - 40# of unduplicated parents /caregivers served annually
  - 45# of unduplicated children 0-5 served annually
  - 22# of parents/caregivers who will show improvement in life skills or knowledge annually.
  - 45# of children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement if for 1(one) years from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at anytime to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

Anurita Mitta, Director of Operations

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: Sofia M. Casini Date: 4/16/2014  
Sofia M. Casini, Executive Director

Signed: Margi Preston Date: \_\_\_\_\_  
Margi Preston, Any Baby Can of Austin, Executive Director

## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between Camp Fire USA Balcones Council and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, also known as the Ready Families Collaboration, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.

- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly.
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

**PARTNER AGENCY:**

As an Early Childhood Collaborative partner agency, Camp Fire USA Balcones Council agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of insurance required under the Supplemental Purchase Provisions of the City of Austin's Self-Sufficiency

Continuum for Social Service Contracts Request for Proposal, during the term of any Baby Can of Austin's contract with the City.

- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - Enter clients' information in the data sharing tool provided by Any Baby Can.
  - Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - Attend monthly the Early Childhood Collaborative directors meetings.
  - Maintain proper case management file documentation for two years after client has exited from program.
  - Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - Play to Learn
- Outputs/Outcomes:
  - 60 # of Unduplicated parents /caregivers served annually
  - 60 # of unduplicated children 0-5 served annually
  - 54# of parents/caregivers who will show improvement in life skills or knowledge annually.
  - 54# of children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement is for 1(one) years from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at any time to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

Rebecca Benz, Executive Director  
Camp Fire USA Balcones Council  
P.O. Box 303090  
Austin, TX 78703  
512-349-2111  
[rbenz@camp-fire.org](mailto:rbenz@camp-fire.org)

Signed: Rebecca Benz Date: 4-15-2014

Rebecca Benz, Camp Fire USA Balcones Council, Executive Director

Signed: Margi Preston Date: \_\_\_\_\_

Margi Preston, Any Baby Can of Austin, Executive Director



## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between Communities In Schools of Central Texas and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.

- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly.
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

#### PARTNER AGENCY:

As an Early Childhood Collaborative partner agency, Communities In Schools of Central Texas agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of insurance required under the Supplemental Purchase Provisions of the City of Austin's Self-Sufficiency

Continuum for Social Service Contracts Request for Proposal, during the term of any Baby Can of Austin's contract with the City.

- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - Enter clients information in the data sharing tool provided by Any Baby Can.
  - Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - Attend monthly the Early Childhood Collaborative directors meetings.
  - Maintain proper case management file documentation for two years after client has exited from program.
  - Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - Comprehensive Dual Generation Family Literacy Programming
  - Parents as Teachers home visiting programming
  - Incredible Years group parenting classes
- Outputs/Outcomes:
  - 132 of unduplicated parents /caregivers served annually
  - 125 of unduplicated children 0-5 served annually
  - 119 of parents/caregivers who will show improvement in life skills or knowledge annually.
  - 113 of children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement is for 1(one) years from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at anytime to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

Kirsten Siegfried, Director of Programs

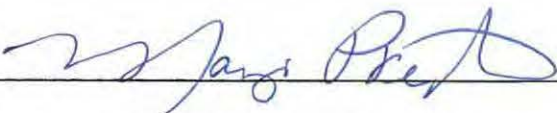
3000 S IH35, Suite 200

ksiegfried@ciscentraltexas.org

512-464-9711

Signed:  Date: 4/15/14

Suki Steinhauser, Communities In Schools of Central Texas, Chief Executive Officer

Signed:  Date: \_\_\_\_\_

Margi Preston, Any Baby Can of Austin, Executive Director

## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between Jeremiah Program and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.

- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

**PARTNER AGENCY:**

As an Early Childhood Collaborative partner agency, Jeremiah Program, agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of insurance required under the Supplemental Purchase Provisions of the City of Austin's Self Sufficiency

Continuum for Social Service Contracts Request for Proposal, during the term of any Baby Can of Austin's contract with the City

- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - o Enter clients information in the data sharing tool provided by Any Baby Can.
  - o Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - o Attend monthly the Early Childhood Collaborative directors meetings.
  - o Maintain proper case management file documentation for two years after client has exited from program.
  - o Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - o Early Childhood Education services
  - o Family support including parenting services
  - o \_\_\_\_\_
- Outputs/Outcomes:
  - o #4-39 of unduplicated parents /caregivers served annually
  - o #4-50 of unduplicated children 0-5 served annually
  - o All # 4-39 of parents/caregivers who will show improvement in life skills or knowledge annually.
  - o All #4-50 of children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement is for 1(one) years from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at anytime to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

Shannon Moody



Signed: 

Date: 4-18-14

Shannon Moody Executive Director

Signed: 

Date: \_\_\_\_\_

Margi Preston, Any Baby Can of Austin, Executive Director

## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between Capital of Texas Public Telecommunications Council (dba KLRU) and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.

- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly.
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

#### PARTNER AGENCY:

As an Early Childhood Collaborative partner agency, KLRU agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of insurance required under the Supplemental Purchase Provisions of the City of Austin's Self-Sufficiency

Continuum for Social Service Contracts Request for Proposal, during the term of any Baby Can of Austin's contract with the City.

- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - Enter clients' information in the data sharing tool provided by Any Baby Can.
  - Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - Attend monthly the Early Childhood Collaborative directors meetings.
  - Maintain proper case management file documentation for two years after client has exited from program.
  - Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - Play To Learn workshop series for parents/caregivers of children ages 2-4 and the children themselves, serving in total 60 families per year (120 individuals) over a 10-week period
  - \_\_\_\_\_
  - \_\_\_\_\_
- Outputs/Outcomes:
  - 60 unduplicated parents /caregivers served annually
  - 60 unduplicated children 0-5 served annually
  - 54 parents/caregivers who will show improvement in life skills or knowledge annually.
  - 54 children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement is for 1(one) years from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at anytime to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

Dr Benjamin KRAMER  
Director, Education Services  
KLUU-TV

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: Bruce Shively Date: 4/15/14  
\_\_\_\_\_, Executive Director

Signed: Margi Preston Date: \_\_\_\_\_  
Margi Preston, Any Baby Can of Austin, Executive Director

## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between the Literacy Coalition of Central Texas and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.

- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly.
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

#### PARTNER AGENCY:

As an Early Childhood Collaborative partner agency, the Literacy Coalition of Central Texas agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of Insurance required under the Supplemental Purchase Provisions of the City of Austin's Self-Sufficiency



Continuum for Social Service Contracts Request for Proposal, during the term of any Baby Can of Austin's contract with the City.

- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - Enter clients information in the data sharing tool provided by Any Baby Can.
  - Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - Attend monthly the Early Childhood Collaborative directors meetings.
  - Maintain proper case management file documentation for two years after client has exited from program.
  - Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - Administer the Playing and Learning Strategies (PALS) program in multiple sites and classrooms for 70 parent-child dyads annually.
- Outputs/Outcomes:
  - 70 of unduplicated parents /caregivers served annually
  - 70 of unduplicated children 0-5 served annually
  - 45 of parents/caregivers who will show improvement in life skills or knowledge annually.
  - 45 of children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement is for 1(one) years from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at anytime to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

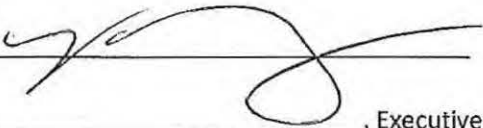
Meg Poag, Executive Director

Literacy Coalition of Central Texas

mpoag@willread.org, (512)735-2534

835 N. Pleasant Valley Rd

Austin, Texas 78702

Signed:  Date: 4/15/2014  
\_\_\_\_\_, Executive Director

Signed:  Date: \_\_\_\_\_  
Margi Preston, Any Baby Can of Austin, Executive Director

## MEMORANDUM OF UNDERSTANDING

This document serves as a Memorandum of Understanding between YMCA of Austin and Any Baby Can of Austin and outlines the responsibilities and commitment of each organization as a partner in the Early Childhood Collaborative program, during the term of this agreement. Any Baby Can will serve as the lead agency and fiscal agent for the Early Childhood Collaborative, which is seeking funding under the City of Austin's Social Services Self-Sufficiency Continuum for Social Service Contracts Request for Proposal process. The Early Childhood Collaborative is a collaborative of 10 agencies.

### PERIOD OF AGREEMENT

This agreement shall become effective when Any Baby Can of Austin receives official notification from the City of Austin's Health and Human Services (HHSD) and Purchasing Departments that the Ready Families Collaborative contract has been approved and funded under the Self-Sufficiency Continuum for Social Service Contracts Request for Proposal (RFP) process. The agreement shall remain effective for one (1) year from the date of contract approval, or until the funds are depleted. Should either party wish to terminate the agreement, 30 days written notice must be given to the other party. Additionally, Any Baby Can of Austin will notify the City of Austin, should a member of the collaborative choose to terminate their participation in the Ready Families Collaborative program, as outlined in this Memorandum of Understanding.

### PURPOSE

The purpose of this agreement is to establish guidelines for Any Baby Can of Austin and the aforementioned partner agency to sustain and enhance their collaboration to assist families as they move toward self-sufficiency. Any Baby Can of Austin oversees the Ready Families Collaborative program, which provides family support services for families with children prenatal to age 5 to eligible constituents in the Austin area, establishing a continuum of high-quality service as outlined in the Any Baby Can of Austin's Self-Sufficiency Continuum for Social Service Contracts RFP.

### DUTIES AND RESPONSIBILITIES

#### LEAD AGENCY/FISCAL AGENT:

As the Early Childhood Collaborative Administrator, and primary executor of the grant/contract, Any Baby Can of Austin agrees to provide the following over the life of this agreement.

- Assist the collaborative partners that receive Early Childhood Collaborative funds in understanding their obligations to the grant/contract.

- Convene meetings of the Early Childhood Collaborative partners on a monthly basis, and additionally as needed to address program issues or challenges.
- Meet all contract requirement reporting obligations, and coordinate the receipt of reports from collaborative partners.
- Coordinate the dissemination of information regarding the Early Childhood Collaborative program to the Health and Human Services Subcommittee of the City of Austin, County Commissioners Court and other interested entities.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements.
- Process the Early Childhood Collaborative checks within 3 business days of receipt of correctly completed and signed requisition forms and supporting documentation.
- Provide monthly budget to actual updates to the Early Childhood Collaborative partners monthly.
- Provide any training and technical assistance needed in support of the agreement.
- Meet regularly with the Early Childhood Collaborative partner Executive Directors to provide fiscal updates and/or information on policy or procedural changes.
- Convene a meeting of financial officers at the beginning of the program contract, and as needed to discuss financial issues
- Submit to audits by an independent auditor and the City of Austin and to provide access to all reports issued as a result of those audits.
- Perform reviews of each partner agency to verify reimbursements at least annually.

#### PARTNER AGENCY:

As an Early Childhood Collaborative partner agency, YMCA of Austin agrees to provide the following over the life of this agreement

- Submit monthly report to Any Baby Can of Austin by the deadlines established. Failure to submit reports by the deadline or inaccurate reporting will result in a delay in reimbursement to the partner agency and repeated violations may result in removal of the agency from the collaboration.
- Maintain records in accordance and compliance with generally accepted accounting principles, governmental accounting standards, OMB Circular 133, and all funding source requirements with particular attention to timekeeping requirements for those partner agencies requesting case management funding.
- Maintain Workers' Compensation, Employers' Liability, Business Automobile Liability and any other types of insurance required under the Supplemental Purchase Provisions of the City of Austin's Self-Sufficiency

Continuum for Social Service Contracts Request for Proposal, during the term of Any Baby Can of Austin's contract with the City.

- Provide access to agency records, systems and facility and cooperation of staff upon notification of a fiscal agent of the Early Childhood Collaborative audit or audit by a designated independent auditor.
- Reimburse disallowed costs to the fiscal agent on behalf of the Early Childhood Collaborative. This full reimbursement must be paid within 30 days of discovery.
- Program Responsibilities:
  - Enter clients information in the data sharing tool provided by Any Baby Can.
  - Provide the Early Childhood Collaborative administrator with a list of individuals who are authorized to approve check requests.
  - Attend monthly the Early Childhood Collaborative directors meetings.
  - Maintain proper case management file documentation for two years after client has exited from program.
  - Ensure all clients assigned to this contract meet negotiated minimum requirements for City of Austin eligibility
- Partner Agency Services to be provided with funds under this contract:
  - YMCA of Austin Play to Learn (extended)
  - \_\_\_\_\_
  - \_\_\_\_\_
- Outputs/Outcomes:
  - 60 # of unduplicated parents /caregivers served annually.
  - 60# of unduplicated children 0-5 served annually.
  - 50# of parents/caregivers who will show improvement in life skills or knowledge annually.
  - 50# of children 0-5 who will show improvements in treatment plan goals annually.

It is mutually agreed that the term of this agreement if for 1 (one) year from the signed date. Both Any Baby Can of Austin and the Partner reserve the right to modify the terms of the agreement at anytime to protect the contract funds and to ensure proper operations of the program, however all modifications must receive the approval of the Ready Families Collaborative and the City of Austin.

The designated contact person with responsibility for the coordination of the program will be:

Missy Quintela, Senior Program Director

Andrew Wiggins, District Executive Director

Signed:  Date: 4/16/14

Andrew Wiggins Executive Director

Signed:  Date: \_\_\_\_\_

Margi Preston, Any Baby Can of Austin, Executive Director

## **G. Overall Evaluation Factors Regarding Applicant**

**I. G.1.** Any Baby Can has extensive contracting experience across diverse city, county, state and local funders.

### **Child Inc.**

*Judy Szliagyi, Education Coordinator, 512-451-7361*

Child Inc. and ABC collaborated to deliver Early Head Start Home-Based services to Head Start eligible families. ABC managed \$177,167 from September 2012 through August 2013 for the delivery of services. ABC received positive reviews during the Child Inc. federal audit.

### **Department of Assistive and Rehabilitative Services (DARS)**

*Kim Wedel, Assistant commissioner for Early Childhood Intervention Services, 512-424-6751*

ABC has been a successful recipient of DARS funds for ECI services since 1981. ABC receives \$574,199 and performs medical billing. Last year there were 4 findings for ECI, 2 of which were remedied onsite at the time of the visit and the remaining 2 were corrected within 3 months. A desk review performed this year noted all issues cleared and closed out.

### **Department of Family and Protective Services (DFPS)**

*Beth Bryars, Contract Manager, 512-929-6954*

ABC received \$165,750 in DFPS funding for expanding PAT home visitation services to Hays, Bastrop and Caldwell Counties September 2010 through August 2011.

### **Department of Housing and Community Affairs (DHCA)**

*Julian F. Perez, Senior Program Officer, 512-475-3903*

ABC received 2 contracts to provide homelessness prevention services and housing case management during September 2009 through August 2011. Home-Based Medical Case Management programs received \$267,657 and PAT programs received \$87,809.

### **Department of State Health Services (DSHS)**

*Jeffrey Sopera, Program Specialist, 512-776-3073*

ABC has been a recipient of CSHCN funds for Home-Based Medical Case Management (CM) and Family Support & Community Resources (FSCR) since 1997. ABC receives \$260,000 and \$57,900 for CM and FSCR, respectively.



**Housing Authority of the City of Austin (HACA)**

*Barbara Jackson, YES Manager/ROSS Service Coordinator, 512-477-4488*

ABC has received funding since 2010 for the Strengthening Education and Leadership for

Families (SELF) program which provides parenting education classes at multiple properties.

From November 2010 through October 2011, HACA provided \$100,634 for service delivery and

has subsequently provided \$55,216 per year, or \$4601 when working on a month to month basis

per HACA, for client services. There have been no monitoring visits in the last two years.

**Health and Human Services Commission (HHSC)**

*Kim Willet, Contract Manager, 512-420-2854*

ABC provides NFP home visitation services under a current \$725,893 contract and has done so

since its implementation in 2008. There have been no monitoring visits in the last two years.

**Travis County Health and Human Services & Veterans Service (TC)**

*San Juana Ortega-Gonzales, Contract Compliance Specialist, 512-854-4122*

ABC is under a current \$179,538 contract with TC and has done so for over 5 years. These

services include Home-Based Medical Case Management for Families with CSHCN, ECI, class-

based parenting education, PAT and NFP evidence-based home visitation services.

**United Way for Greater Austin (UWGA)**

*Sue Carpenter, Senior Director/Success by 6, 512-382-8608*

ABC receives a \$226,000 Community Investment Grant Award to help families prosper through

PAT home visitation services and No Estás Solo mental health counseling program. ABC has

managed UWGA funding for over 5 years through contracts ranging from \$180,000 to \$256,000.

No monitoring visits have been conducted.

**I. G.1. a** Any Baby Can has received relevant City of Austin Health and Human Services

Department funding within the last 5 years.

**City of Austin (COA)**

*Ron Hubbard, Early Childhood Coordinator/Acting Manager, 512-972-5028*

ABC provides the currently proposed ABC services under a current contract with COA and has

done so for over 5 years. These services include Home-Based Medical Case Management for

Families with Children with Special Health Care Needs (CSHCN), Early Childhood Intervention (ECI), class-based parenting education, Parents as Teachers (PAT) and Nurse Family Partnership (NFP) evidence-based home visitation services. ABC receives \$381,501 or 7% of its overall budget from COA.

**Best Single Source Plus (BSS+)**

*Christina Hamilton, Associate Director BSS Plus and Evaluations, 512-646-1251*

ABC is a partner in the BSS+ collaborative receiving funds for housing case management and financial services to all eligible families in ABC home visitation programs since April 2012.

ABC billed \$179,980 from April 2012 to September 2013 and projects billing \$93,000.

**Workforce and Education Readiness Continuum (WERC)**

*Peter Brodeur, Special Projects Manager, 512-597-7121*

ABC was a partner in the WERC collaborative receiving City of Austin funds for Spanish Literacy, English as a Second Language and Adult Basic Education classes. The \$35,750 contract ran from April 2012 through September 2013 and ABC billed \$35,250.



**Austin/Travis County  
Health and Human Services Department  
P.O. Box 1088  
Austin, Texas 78767  
Phone: 512-972-5010 Fax: 512-972-5082**

September 13, 2013

Jo Kathryn Quinn, Executive Director  
Caritas of Austin  
611 Neches Street  
Austin, TX 78701

Subject: City of Austin, Contract Compliance Unit - Contract Monitoring Results, Best Single Source Plus

Dear Ms. Quinn:

On behalf of the Austin/Travis County Health and Human Services Department (HHSD) Contract Compliance Unit (CCU), I would like to thank you for your time, preparation and assistance throughout the on-site monitoring process.

Natalie Cuccia, Larry Hopkins and Stephnie Connell of HHSD CCU conducted an on-site monitoring of Caritas of Austin on Tuesday, June 18<sup>th</sup> through Friday, June 21<sup>st</sup>, 2013. Their review included examination of the administration, financial and programmatic aspects of the Best Single Source Plus (BSS+) program. The monitoring activity was associated with HHSD Contract #: NG120000007. The Contract Period examined was October 1, 2012 through September 30, 2013.

HHSD recognizes the value Caritas of Austin brings to the community through provision of essential safety net and basic needs services to individuals and families. CCU monitors noted exceptional operation of the program, including practices in place to assure accountability in implementation of program activities. Of special note is the check request process for payment of direct assistance; standardization of client eligibility forms; interactive training software; and a program website with real-time content on payment processing, program forms and news/updates.

Additionally, the facility tour demonstrated a well-organized and comprehensive organization with the capacity to impact the lives of people who are experiencing homelessness and other barriers to self-sufficiency. It is evident that Caritas employs a dedicated, knowledgeable and diverse staff, as well as a large volunteer base. Caritas' capacity to reach a diverse client base, including refugees is without question.

**Findings:** 0 Findings are issues identified that *do* violate federal, state, or local law, breach the terms of the contract or are deemed serious enough as to jeopardize the quality return on investment from community partners.

No Findings associated with this monitoring.

**Concerns:** 5 Concerns are issues identified that *could* lead to violations in federal, state, or local law, breach the terms of the contract or jeopardize the quality return on investment from community partners.

### **1. Inadequate Separation of Duties for receipt of incoming mail containing monetary donations**

The policy indicates that the executive assistant retrieves and opens incoming mail, and prepares the daily deposit log.

#### **RECOMMENDATION**

*Revise the policy to incorporate separation of duties when opening incoming mail containing monetary donations, receipt of funds, or other types of monetary receipts. HHSD recommends a 2<sup>nd</sup> employee be present and observe mail being opened. The policy should require duplicate documentation indicating agreement between the two (2) parties that the log entry is accurate. Refer to Attachment B, Internal Procedures for Handling Funds Received for best practice examples.*

*HHSD acknowledges Caritas response stating potential issues regarding additional staff time and possible additional hiring required to mitigate the concern. HHSD's review of the 2011 and the 2012 audit did not identify any ongoing concerns; however staff indicated that auditors had identified the same concern which further validates the need to implement a more sound practice.*

**A Management Response is required for this concern.** The concern is listed on your Management Response Form (Attachment A).

### **2. Inadequate controls for receiving and processing cash donations at off-site special fundraising events**

Financial Policies and Procedures indicate inadequate controls for transferring cash donations received off-site at special fundraising events. The policy does dictate that two (2) employees are required to count donations and verify that the amounts agree. However, in cases where the donations cannot be brought back to Caritas offices immediately following the event, the policy states that donations are given to a Director. There is no further detail pertaining to documentation requirements or a "hand off" procedure for funds from employee(s) to a Director. Additionally, there was no procedure observed for transferring funds from a Director to accounting staff, which should include documenting the receipt by the accepting party. Accounting of the funds should begin with the employees at the event and carry through to the individual(s) for receipt of funds in the accounting department. There is also no specified timeframe by which funds collected are submitted.

## RECOMMENDATION

*Revise policy to assure the following: A triplicate copy should be generated with the original and a copy issued to a Director (or surrogate) when the funds are transferred. The Director should be required to sign the receipt indicating that the funds were transferred into their possession. The copy of the receipt should be submitted by the staff member(s) to the accounting staff on the next business day. The staff should make a copy of the receipt for their records prior to turning in the receipt to the accounting department. The Director should provide the original copy of the receipt upon submitting funds to the accounting staff for recording in the financial system on the next business day. The copy should be retained by the Director after it is signed by an accounting staff member. In cases where the funds or receipts cannot be submitted on the next business day, a short, specified time limit should be added to the policy for a Director to submit the donated funds. In general, transferring of real cash or negotiable instruments from one person to another should be kept to a minimum and timely deposits of funds (typically within 24 hours) should be a standard practice.*

**A Management Response is required for this concern.** The concern is listed on the Management Response Form (Attachment A).

### 3. Income Calculations did not correctly determine gross income

Of fifty-four (54) client files reviewed CCU noted two (2) instances of incorrect calculation of income resulting in inaccurate determinations of gross income. Client Eligibility Standards implemented May 1, 2013 state "Client income amounts must reflect Gross Income, before any deductions." Refer to client files: ABC-51675; CA-51765.

## RECOMMENDATION:

*Caritas should work with staff and sub-contractors to implement a procedure or worksheet for staff to use to convert weekly income to monthly and annual income. HHSD urges Caritas to establish methodologies to assure correct income calculations. Examples of tools provided via email demonstrate correct methodologies for determining income. HHSD offers these as a supplement to the Client Eligibility Guidelines. Caritas and subcontractor staff must be cognizant of the fact that adding four (4) weekly pay stubs together and multiplying by twelve (12) or adding two (2) biweekly paystubs together and multiplying by twelve (12) does not correctly determine annual income. The result in either instance is a calculation of forty-eight (48) weeks pay, not fifty-two weeks that actually comprise a year. Suggested methods are listed below. Please seek Technical Assistance from your Contract Manager when needed.*

- *Gross Weekly Income x 52 Weekly Pay Periods = Gross Annual Income Divided by 12 Months = Gross Monthly Income*
- *Gross Bi-weekly Income x 26 Bi-weekly Pay Periods = Gross Annual Income Divided by 12 Months = Gross Monthly Income*
- *Gross Twice Monthly Income x 24 Twice Monthly Pay Periods = Gross Annual Income Divided by 12 Months = Gross Monthly Income*
- *Gross Monthly Income x 12 Monthly Pay Periods = Gross Annual Income Divided by 12 Months = Gross Monthly Income*

*HHSD accepts Caritas' request to drop client files CA-131761 and ABC-49278 from this concern due to client intake being conducted before May 1, 2013, when the new Client Eligibility Guidelines went in effect.*

***A Management Response is not required for this concern.***

#### **4. Unable to determine family/household size**

In one (1) file reviewed, CCU noted that a member was counted as being part of the household, but only resides in the household on weekends. CCU determined that member should not have been counted. This has the potential to affect eligibility as household size is a factor in determining total household income. Refer to client file: ASA-51788

#### **RECOMMENDATION:**

*While the Client Eligibility Guidelines implemented May 1, 2013 do not specify a methodology for how to determine household size, HHSD recommends that Caritas establish methodologies to assure consistency and justification for household/family size determinations. HHSD acknowledges Caritas request to remove this concern. However, HHSD believes that evaluation of the file in question represents sound methodological practice. HHSD recommend Caritas assure documentation is clear in regard to members who may intermittently live in the household and document changes in living circumstances. Professional judgment should be used to determine whether the household member should be counted based on overall time spent in the household. Evaluate the part-time member's use of resources while in the household, as well as income. Assure clear case notes are present in the file. Seek technical assistance from your Contract Manager when needed.*

***A Management Response is not required for this concern***

#### **5. Documentation in files missing date stamps**

Three (3) client files reviewed did not have date stamps for documents relevant to eligibility determination. Client Eligibility Requirements implemented May, 1, 2013 state "Date of receipt by agency must be indicated on all documentation in client file." Refer to client file: ASA-51254, CA-49582, CA-110908.

#### **RECOMMENDATION**

*Assure all documentation relevant to client eligibility received from the client is date stamped upon receipt. Examples included copies of government issued photo identification, property rental lease, any employment/income documentation such as pay stubs, SS/SSI/SSDI benefits letters, statement from employer, child support statements, Medicaid/SNAP benefits letters, statements of residency, statements of household contributions and any additional external documentation pertinent to eligibility determination. Per discussion during the Exit Conference on September 14, 2013, faxed documents that contain a date received are acceptable as date stamps.*

*HHSD accepts Caritas' request to drop client file and ABC-49278 from this concern due to client intake being conducted before May 1, 2013, when the new Client Eligibility Guidelines went in effect.*

***A Management Response is not required for this concern***

*For Concerns 3, 4, and 5 HHSD recommends periodic sampling of files to assure compliance with the Client Eligibility Requirements and ongoing training opportunities for case workers and other employees involved in client eligibility determination and file maintenance.*

## **Observations**

CCU noted the following items in their review of client files. Although these issues do not rise to the level of a concern or finding, they are offered to Caritas staff for consideration to improve the client eligibility determination process.

- The Best Single Source Plus Enrollment Form does contain a space for client and staff signatures. Including signature lines for both the staff member provides official, legally defensible assurance that the client understands and agrees with the information on the enrollment form.
- It did not appear that clients were completing the Best Single Source Plus Enrollment form. HHSD recognizes that the ability to self-complete forms pertaining to eligibility will vary from client to client. Caritas should provide the client an opportunity to complete forms before completing them for the client.
- Several files contained blank forms that appeared to be immaterial to the client's eligibility or services (all Any Baby Can files). Caritas should address this with their subcontractor.

A Management Response to this report is required for Concern's one (1) and two (2). A Management Response form is included with this report (Attachment A). Unless notified otherwise, your Management Response Letter is **due by close of business on XX-XX-2013** (fifteen {15} business days after the postmark on this letter).

CCU requires that Caritas Management share this report with Board Members and staff involved with implementing the corrective actions cited in this report and the Corrective Action Plan that will be developed from this report. CCU also requires that Caritas Management share this report with its accounting firm, in order that the report contents can be considered in the accounting firm's annual audit.

If members of your staff have questions regarding any of the content of this report, please e-mail the question to the Contract Compliance Unit at [hhsdcca@austintexas.gov](mailto:hhsdcca@austintexas.gov) and a response will be provided.

Best regards,



Carlos Rivera, Director



Cc: Joe Lea, Board Chair, Caritas of Austin  
Kymberley Maddox, Chief Administrative Officer  
Stephanie Hayden, Assistant Director, Community Services  
Robert Kingham, Manager, Community-Based Resources  
Stephnie Connell, Manager, Contract Compliance  
Vella Karman, Contract Manager  
Laura Diaz, Internal Auditor

Attachment A: Management Response Form

Attachment B: Internal Procedures for Handling Funds Received



**Any Baby Can (ABC)**

**Program: Comprehensive Services**

**Onsite Review Visit: July 29, 2013, 1:00 to 2:10 PM**

**City of Austin HHSD Staff:**

- **Ron Hubbard, Early Childhood Coordinator**
- **Michelle Sparks, Early Childhood VISTA**

**Agenda**

Annual Onsite visit scheduled with ABC to:

- Provide copies of Desk Review form and discuss contents.
- Conduct an invoice verification review of the May 2013 billing.

**Results**

No questions, concerns, or findings resulted from the review. No additional follow-up by ABC is required from this Onsite visit or visit summary.

**Visit Summary**

The **Entrance Conference** was attended by Margi Preston, Executive Director; Donnie Spier, CFO; and Cathy Allen, Chief Grants Officer.

It was explained that an annual onsite visit to each contractor is required by the HHSD contract monitoring guidelines. Typically onsite visits will focus on one of three areas: an organizational overview, program review, or invoice verification. The annual Desk Review was presented and discussed. ABC is in compliance with the items on the Desk Review. It was recommended that ABC attend or view the City Council Public Health and Human Service Committee meeting on August 20<sup>th</sup> for updated information about the social services RFA process.

The recent staff changes and promotions were discussed. Margi explained that new organizational design and processes were more inclusive of staff to get broader participation in decision making and planning.

We met in the room used for evening and weekend parenting classes and toured the adjacent children's play room. Both rooms were recently renovated for ABC by a donation from a large retailer.

A review of sample items from the May 2013 billing was conducted. All of the requested sample items were provided in a clear and organized way. The items reconciled with the billed amounts. Direct client assistance such as bus passes are backed up with a Basic Needs Application that is signed by the client family. Allocation distributions were clearly documented with print-outs of the various allocations by

percentage. Allocations are reviewed annually as part of the budget process and "anytime there are major changes with FTE or space allocation". Payments in excess of \$500 are also approved by the Executive Director.

The **Exit Conference** was attended by Donnie Spier, CFO. The process was explained that a visit summary would be provided. Donnie provided answers via email to two follow-up questions after the visit.

Thanks to the ABC staff for their cooperation and assistance in scheduling and conducting the visit.

Ron Hubbard  
Early Childhood Coordinator  
August 2, 2013



**Austin/Travis County Health and Human Services Department**



August 9, 2012

Ellen Balthazar  
Any Baby Can  
EllenB@abcaus.org  
Austin, Texas

RE: Contract Monitoring Visit - 8/2/2012, Comprehensive Services Program

Dear Ms. Balthazar:

I want to express our thanks to you and your staff for the preparation and assistance during HHSD's on-site monitoring visit for Any Baby Can's 4/1/2012-9/30/2014 social services contract. During the visit we reviewed selected administrative items related to the agency's Administrative and Fiscal Review report. The summary of the visit is attached.

No concerns or findings resulted from the review.

There is one observation that resulted from the review of the criminal background check process. However, I want to be clear that it is not a contract compliance matter since the contract does not address the subject.

There is no further action required related to the review. Please contact me if you have any questions.

Sincerely,

Ron Hubbard  
Early Childhood Coordinator

Attachment

cc: Matt Lyons, ABC Board Chair  
HHSD Contract File

Any Baby Can

On-Site Review Visit: August 2, 2012, 9:00 to 11:00 AM

Ron Hubbard, Early Childhood Coordinator

Edna Staniszewski, Contract Compliance Associate

Visit Plan Outline:

Administrative and Fiscal Review – On-Site Visit

Board structure and policies

- Committees
  - Audit and Financial reviews
- Membership level and nomination process
- Policies
  - Conflict of Interest
  - Compensation
- Orientation process

Personnel Policies

- Non-discrimination
- Grievance
- Conflict of Interest/Nepotism
- Approved by Board?

Criminal History Check

- Process/procedures
- Scope
- Examples

Visit Summary

After a brief entrance meeting with Margi Preston, Senior Program Officer, the policies and procedures were reviewed for the items listed in the outline above. Ellen Balthazar, Executive Director, had intended to be present during the review but she explained in a phone conversation prior to the visit that an important, conflicting meeting had been scheduled. The scheduled visit was held since senior staff were available.

ABC had recently updated its Board orientation manual and that was provided for review. It was a comprehensive document that included items such as agency and program information, board responsibilities, committee descriptions, meeting schedules, and fund raising efforts. Board members' responsibilities were made especially clear. Separate finance and audit committees review financial documents and review the selection of the auditor and presentation of the audit. The full Board meets every other month.

A copy of the current (August 2011) Personnel Policies was reviewed. It included non-discrimination, grievance, conflict of interest, and nepotism policies and was approved by the Board of Directors. The agency reported that it reviews and updates the policies periodically, and a review by staff is currently underway. Major revisions are always taken to the Board for approval, and minor updates and revisions are communicated to the Board as FYI items. The Board approved the current policies in 2009.

A copy of the criminal background check policy was provided and reviewed. All staff and volunteers, including Board members, are required to undergo a multi-state check with a few exceptions mainly for volunteers who are not in contact with clients or are never alone with clients. The checks are done before contact with clients or access to records is allowed. A commercial, third-party service named Navicus is used to perform the checks. Employees are required to self-report any criminal court action within 48 hours and all staff complete an annual disclosure form. Background checks are not repeated on a periodic basis.

An exit meeting was conducted with Ana Martinez, CFO, and Margi Preston.

No contract related findings or concerns were identified.

One observation resulted from the discussion about the criminal background checks. ABC does not have a procedure/policy to repeat the criminal background checks on a regular, periodic schedule after the initial check. For example, licensed child care centers are required to repeat the checks every two years. It must also be noted that the HHSD contract with Any Baby Can does not currently include a requirement that addresses repeating criminal background checks.

Ron Hubbard, Early Childhood Coordinator  
August 9, 2012



Early Childhood Intervention Services  
Kimberly A. Wedel, Assistant Commissioner

Veronda L. Durden  
*Commissioner*

February 4, 2014

Margi Preston, Executive Director  
Any Baby Can Child and Family  
Resource Center  
1121 East 7<sup>th</sup> St.  
Austin, TX 78702

Dear Ms. Preston:

We completed a desk review of your program for programmatic performance findings not cleared during your comprehensive monitoring visit on January 22-25, 2013. Our office has reviewed data and follow-up documentation you may have submitted. A final determination has been made that all findings for programmatic performance issues listed under Services and Case Management have been cleared as of January 24, 2014 and will be closed out.

We look forward to continuing our partnership with your program to provide Early Childhood Intervention (ECI) services for families in your community. Please feel free to contact me if you have any questions.

Sincerely,

Sally Griffith  
Performance Manager  
DARS ECI

cc: Alexandra Alfau, Program Director  
Rosalin Willis, Director of Performance and Oversight, DARS ECI

***Partnerships for Independence***

6330 Highway 290 East, Suite 300 MC 3029, Austin, TX 78723 1-800-628-5115  
Phone: 512-424-6754 Fax: 512-424-6749



January 14, 2014

Margi Preston, Executive Director  
Any Baby Can Child and Family  
Resource Center  
1121 E. 7<sup>th</sup> St.  
Austin, TX 78702

Dear Ms. Preston:

Staff from the Department of Assistive and Rehabilitative Services, Early Childhood Intervention (ECI) Division, will conduct a follow-up desk review on January 22, 2014. This is a follow-up to the comprehensive monitoring visit which occurred January 22-25, 2013. Alexandra Alfau has been notified regarding the details of the review.

The focus of this review will be to determine if corrective actions documented in the compliance monitoring report, dated May 8, 2013, have been implemented. The scope of the review will be June 1, 2013 – November 30, 2013. Activities during the desk review include:

- Verification of implementation of your corrective action plan;
- Reviewing child records to clear systemic level findings;
- Clearing all outstanding individual child findings

We appreciate your cooperation in this matter. If you have any questions, please contact me at (512) 424-6825.

Sincerely,



Sally Griffith  
Performance Manager

cc: Alexandra Alfau, Program Director, Any Baby Can Child & Family Resource Center  
Rosalin Willis, Director, Performance and Oversight

***Partnerships for Independence***

6330 Highway 290 East, Suite 300 MC 3029, Austin, TX 78723 1-800-628-5115  
Phone: 512-424-6754 Fax: 512-424-6749



**Debra Wanser**  
**Commissioner**

May 8, 2013

Margi Preston, Executive Director  
Any Baby Can of Austin, Inc.  
Dba Any Baby Can Child & Family Center  
1121 E 7<sup>th</sup> St.  
Austin, TX 78702

Dear Ms. Preston:

It is the function of the Department of Assistive and Rehabilitative Services (DARS), Contract Oversight and Support (COS) Section to review and evaluate the administrative, fiscal and programmatic accountability of the programs funded to provide Early Childhood Intervention (ECI) services throughout the State of Texas. The objectives of the current monitoring process are to review the programmatic, financial and administrative systems, and to evaluate performance and compliance with policy, contract requirements and other regulations applicable to funding.

We conducted a financial and programmatic review of your program on January 22 - 25, 2013. The Final Report on the review including management responses and approved corrective actions is enclosed. A final determination has been made on all findings. Please review the Final Determination for each finding and take the required action as noted. If no further action is required by DARS, your noted corrective action plan should be implemented by the Anticipated Completion Date.

Program management must continue an ongoing process of monitoring staff performance, service delivery and financial systems to ensure the effective and efficient provision of family-centered services. To that end, your facility may receive a follow-up visit to this report that includes both program and financial monitoring.

The on-site visit that resulted in this final report is only one component of the overall monitoring and oversight system that DARS offers. The ECI state office performs in-house reviews of the fiscal and program data for each contractor on a quarterly basis in addition to routine telephone and email communications. There are also meetings and training classes offered by the state office that provide assistance to programs in the implementation of requirements.

Your time and cooperation is greatly appreciated. If you have any questions or need further assistance, please feel free to contact Kevin Baisdon at (512) 377-0541.

***Partnerships for Independence***

Contract Oversight and Support, Consumer Services Monitoring Unit, 4800 N. Lamar Blvd., Suite 300, Austin, Texas 78756, 512-377-0711, 512-424-4119

Sincerely,

A handwritten signature in black ink, reading "Lynn Lemky". The signature is fluid and cursive, with the first name "Lynn" and last name "Lemky" clearly distinguishable.

Lynn Lemky

Team Lead

DARS COS Consumer Services Monitoring Unit

cc: Alexandra Alfau, ECI Program Director, Any Baby Can  
Ana Martinez, Chief Financial Officer, Any Baby Can

Rosalin Willis, Director of Performance and Oversight, DARS ECI  
Kevin Baisdon, Financial Monitoring Specialist, DARS COS  
Michelle Pruneda, Performance Manager, DARS ECI  
Sally Griffith, Performance Manager, DARS ECI  
Christine Watkins, Registered Therapist, DARS ECI  
Melody Southall, Third Party Billing Reimbursement Specialist, DARS ECI  
James Dawson, Director, DARS Accounting  
Stephanie Navejas, DARS COS

## PROGRAM REVIEW REPORT

May 8, 2013

**Provider:** Any Baby Can of Austin, Inc.  
1121 E 7<sup>th</sup> St.  
Austin, TX 78702

Program Name	Contract Number	Award Amount	Contract Period
Any Baby Can ECI Program	5382001545-01	\$578,199	9/01/2012-8/31/2013
	53802C7002-01	\$454,967	9/01/2011-8/31/2012
	53802C7002-02	\$3,876	9/01/2011-8/31/2012

**Questioned Costs:** None

**Date of Review:** January 22 - 25, 2013

**Scope of Review:** Programmatic: December 1, 2011- November 30, 2012  
Financial: September 1, 2011 – November 30, 2012

**DARS Reviewers:** Kevin Baisdon, Financial Monitoring Specialist, DARS COS  
Michelle Pruneda, Performance Manager, DARS ECI  
Sally Griffith, Performance Manager, DARS ECI  
Christine Watkins, Quality Assurance Therapy Consultant

**Exit Conference  
Participants:**

Gayle Rolland, Executive Director, Any Baby Can  
Alexandra Alfau, ECI Program Director, Any Baby Can  
Ana Martinez, Chief Financial Officer, Any Baby Can  
Donnie Spiers, Director of Fincance, Any Baby Can  
Cynthia Quiñones, ECI Deputy Director, Any Baby Can  
Guillermo Lopez, ECI Deputy Director, Any Baby Can

**Purpose & Authority:** The contracts referenced above were reviewed for compliance with contract financial, administrative and program activities as required by Federal, State and DARS ECI regulations. The review included analyses, compliance tests, and review of:

1. Adequacy of accounting system, project files, child records, equipment and property management, administration, and internal control systems.
2. Relationships of actual expenditures and Maintenance of Effort requirements compared to the approved budget.
3. Accuracy of financial information, tests for necessity, reasonableness and authorization of costs for the proper and efficient administration of the program.
4. The extent to which the desired results or benefits established by the program are being achieved.
5. The effectiveness of the organization's programs, activities, or functions.
6. Whether or not the organization has complied with laws and regulations applicable to the program.

Our procedures were substantially less in scope than an audit. With respect to the items tested for project activity and outcome goals, financial systems, and program administration requirements of the contracts listed above, those procedures revealed instances of noncompliance.

## SUMMARY OF FINDINGS FINAL REPORT

### FINANCIAL FINDINGS

#### FINDING #1:

1 of 16 evaluation services reviewed had not been billed. The child received a nutritional evaluation and a physical therapy evaluation on the same date; the nutrition claim was overlooked.

REQUIREMENT: Contract between DARS and Center for Life Resources, XIII. GENERAL PROVISIONS, A. 4.

**CORRECTIVE ACTION:** Internal controls should be reviewed and strengthened where necessary to ensure that all billable services and activities are properly claimed to maximize reimbursements.

**MANAGEMENT RESPONSE:** The procedure for ensuring that all billable evaluations are billed currently includes a month-end reconciliation of billed claims and a master list of evaluations created by the ECI Database Administrator. To strengthen the current process, there will be a month-end reconciliation of billed activity to the TKIDS Evaluation Third Party Billing Report.

**Titles of those implementing corrective action:** Director of Finance, Finance Coordinator I, Medical Billing Specialist

**Corrective action to be taken:** The Third Party Billing Manual has been updated to the following and will be implemented immediately.

- CCP - Evaluations
  - Reconcile monthly billings and Medisoft to monthly master list of evaluations maintained by ECI Database Administrator.
  - Reconcile monthly billings and Medisoft to TKIDS Evaluation Third Party Billing report.
  - Report any discrepancies between third party billing and the TKIDS Evaluation Third Party Billing report to the ECI Deputy Director.

**Anticipated completion date:** 04/30/2013

**FINAL DETERMINATION:** Management's corrective action plan is approved for implementation.

### **PROGRAMMATIC FINDINGS**

DARS ECI Program reviewed 25 complete records within a 12-month review scope. Of the 25 reviewed, some requirements were out of scope or were not applicable to the child whose record was being reviewed. An additional sample of 10 records was reviewed for specific requirements, as needed, to determine if original findings of noncompliance had been cleared.

### Services and Case Management

#### FINDING #2:

Records were reviewed to determine if services provided met requirements and were delivered in accordance with the IFSP. Four requirements were reviewed for each record with 6% of procedures noted as out of compliance. Findings of noncompliance include:

- Case management services did not include following up with the family to assist the child with timely access to services to determine if services have met the child's identified needs.

REQUIREMENT: 34 CFR §303.13; 34 CFR §303.31; 40 TAC §§108.303-108.319; 40 TAC §108.1103; 34 CFR §303.34; 40 TAC §108.405

CORRECTIVE ACTION: Corrections were noted and this finding was cleared on site.

MANAGEMENT RESPONSE: *None required*

### FINDING #3

Records were reviewed to determine if service delivery documentation met requirements. Two requirements were reviewed for each record with 50% of procedures noted as out of compliance. Findings of noncompliance include:

- Documentation of each service did not contain the name of the child, name of the ECI contractor, service provider, date, start time, length of time, location, and provider's signature.
- Documentation of each service contact did not include a description of the contact, the child's progress, and family or routine caregiver participation in the activities.

REQUIREMENT: 40 TAC §108.1111

### CORRECTIVE ACTION:

Bullet 1: Corrections were noted and this finding was cleared on site. No further management response is required.

Bullet 2: The program must provide a written corrective action plan, including management oversight to ensure adequate documentation of ECI services. Submit a plan with specific timelines for implementation to ensure compliance with this requirement. All individual child findings must be corrected and/or cleared.

MANAGEMENT RESPONSE: *Immediate action was taken to correct this finding. Training was provided to the staff to ensure appropriate documentation as required on 40 TAC §108.1111. This training was provided on January 28, 2013 soon after the monitoring concluded.*

Titles of those implementing corrective action:

*Alexandra Alfau, ECI Program Director, Any Baby Can  
Cynthia Quiñones, Director of Quality Assurance, Any Baby Can  
Guillermo Lopez, Director of Services, Any Baby Can*

Corrective action to be taken:

*The management team initiated QA system in which progress notes are proofed to ensure that the requirement 40 TAC §108.1111 is being met on a daily basis.*

Anticipated completion date: *March 1<sup>st</sup> 2013*

**Individual Child Findings**

**FINDING: #4:**

Individual child findings reflect specific findings of noncompliance for an individual client. Individual child findings are listed in an attachment to this report.

**CORRECTIVE ACTION:** Contractor must correct each individual case of noncompliance by completing the required action (even though late) that was not completed, unless the child is no longer within the jurisdiction of the program.

*Completed April 2, 2013*

**MANAGEMENT RESPONSE:** Contractor must note the correction of each individual child finding in the attachment and submit the results to DARS as part of its corrective action.

*Please see attachments with appropriate comments.*





## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.  
COMMISSIONER

P.O. Box 149347  
Austin, Texas 78714-9347  
1-888-963-7111  
TTY: 1-800-735-2989  
[www.dshs.state.tx.us](http://www.dshs.state.tx.us)

March 21, 2014

Ms. Mary Carlson, Board Chair  
Any Baby Can of Austin Inc.  
1121 E. 7th Street  
Austin, TX 78702

Dear Ms. Carlson:

The Texas Department of State Health Services (DSHS), Contract Oversight and Support has completed its fiscal monitoring desk review covering the period of June 1, 2013 through August 31, 2013. The primary objective of this review was to determine if your agency was in compliance with the fiscal requirements of federal and state regulations, DSHS policies and procedures, and the contract provisions. This review was limited to fiscal compliance only and did not evaluate the overall program objectives.

The desk review of your organization resulted in no questioned costs and no disallowed costs. No significant issues were noted as a result of our review.

We appreciate the cooperation extended to us by the management and staff of your organization during this review.

Please contact Jose Reyes at 512-206-4667, or me at 512-206-4554 if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Steven E. Harper".

Steven E. Harper, CPA  
Fiscal Monitoring Manager  
Contract Oversight and Support

Enclosure cc: Margi Preston, Executive Director



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LAKEY, M.D.  
COMMISSIONER

P.O. Box 149347  
Austin, Texas 78714-9347  
1-888-963-7111  
TTY: 1-800-735-2989  
[www.dshs.state.tx.us](http://www.dshs.state.tx.us)

June 7, 2013

Ms. Margi Preston  
Executive Director  
Any Baby Can of Austin, Inc.  
1121 East 7<sup>th</sup> Street  
Austin, Texas 78702

Dear Ms. Preston,

Enclosed is the On-Site Evaluation Report of the visit made to your agency on May 7-8, 2013. The report consists of the following: 1) Core Tool that reviews the common components required of all DSHS contractors; 2) Children with Special Health Care Needs (CSHCN) Services Program Tool that reviews the requirements of the CSHCN Case Management Program; and 3) Children with Special Health Care Needs (CSHCN) Services Program Tool that reviews the requirements of the CSHCN Family Supports and Community Resources Services Program.

Since there were no findings on this report, your agency is not required to submit a corrective action plan. Your agency is being placed on the routine site review cycle. We commend the agency staff for the efforts made to comply with Department requirements and policies.

If you have any questions, please contact me at 1-888-963-7111 ext. 3153 or email [nancy.taylor@dshs.state.tx.us](mailto:nancy.taylor@dshs.state.tx.us).

Sincerely,

A handwritten signature in cursive script that reads "Nancy Taylor".

Nancy K. Taylor, R.D., L.D.  
Manager, Quality Management Branch

Enclosures

cc: Ana Martinez, Chief Financial Officer, Any Baby Can of Austin, Inc.  
Maggie Cochran, Program Director, Any Baby Can of Austin, Inc.  
Jenny White, Program, Any Baby Can of Austin, Inc.



## Travis County Health and Human Services & Veterans Service

P.O. Box 1748, Austin, Texas 78767  
(512) 854-4100 Fax (512) 854-4115

June 17, 2013

Via Email: [sincerto@fullbright.com](mailto:sincerto@fullbright.com)

Scott Incerto. Board President  
Any Baby Can of Austin, Inc.  
1121 E. 7<sup>th</sup> Street  
Austin, Texas 78702

### Re: Travis County Any Baby Can Monitoring Visit

Dear Mr. Incerto:

We conducted a monitoring visit of the contract mentioned above on April 4, 2013. The visit included an administrative, financial and program performance review of Any Baby Can programs.

During our review we identified issues regarding compliance with Employee and Client Grievance Procedure. However, all issues were resolved with the documentation provided on email dated April 19, 2013, that provided copies and assured the immediate implementation of both procedures.

We commend you and your staff for your prompt attention and action to resolve all issues identified and thank you for facilitating our monitoring visit.

Sincerely,

San Juana Gonzales  
Contract Compliance Specialist  
HHS/VS Finance Division  
512/854-4122  
[Sanjuana.Gonzales@co.travis.tx.us](mailto:Sanjuana.Gonzales@co.travis.tx.us)

LaDonna Brazell  
Contract Compliance Specialist  
HHS Finance Division  
512/854-7875  
[LaDonna.Brazell@co.travis.tx.us](mailto:LaDonna.Brazell@co.travis.tx.us)

CC: Gayle Roland, Executive Director, Any Baby Can  
Sherri Fleming, HHSVS County Executive, Travis County  
Kathleen Hass, Finance Manager

# E T<sub>a</sub>ylor and A<sub>s</sub>sociates

---

P.O Box 940, Del Valle, Texas 78617  
Office (512) 276-7367 Email: eat13@aol.com

March 28, 2013

Ms. Gayle Roland  
Any Baby Can  
1121 East 7<sup>th</sup> Street  
Austin, Texas 78702

Dear Ms. Roland:

Attached is the report of the results of our financial and program monitoring review of the *Workforce and Education Readiness Continuum* (WERC) project contracted to your organization by the Capital Area Workforce Board (Workforce Solutions). The fieldwork for this review was conducted at your offices on March 5, 2013. The review evaluated financial and program compliance pursuant to contract number WERC ABC 12-14 through and including amendment 1. The review covered the period April 1, 2012 through January 31, 2013. This report has been reviewed and approved by Board personnel.

Congratulations there were no findings and/or observations determined during the review.  
***We greatly appreciate the courtesy and cooperation exhibited by you and staff during this review.***

Should you have any questions, please feel free to contact me at 512 276-7367.

Sincerely,

*Edward A. Taylor*

Edward Taylor  
CEO E. Taylor and Associates

CC: Cheryl Crawford, Quality Assurance Specialist  
Jerry Neef, Chief Financial Officer, Workforce Solutions CAWB  
Peter Brodeur, Special Projects Manager Workforce Solutions CAWB

**Workforce Solutions  
Capital Area**

Financial and Program Monitoring of The  
**Any Baby Can**  
Workforce Education Readiness and Continuum Project

---

**Issued: March 20, 2013**

## Report Demographics

---

**Report Number:** WERC 13-01

**Report Type:** Annual Financial and Program Monitoring Evaluation

**Report Issue Date:** March 20, 2013

**Review Period:** April 1, 2012 through January 31, 2013

**Entity Reviewed:** **Any Baby Can**

### Contract Demographics

**Contract Number:** WERC ABC 12-14

**Contract Source:** Capital Area Workforce Board (Workforce Solutions)

**Maximum Contract**

**Liability** **\$95,500.00**

**Contract Period:** April 1, 2012 through September 30, 2014

**Review Conducted By:** **E. Taylor and Associates**  
Richard J. Rogers  
Sujuane Smith  
Edward Taylor

**Dates of Fieldwork:** **March 5, 2013**  
Additional items reviewed off-site subsequent to the fieldwork

# F

## inancial Review Background, Scope and Determinations

---

### Background

The **Capital Area Workforce Development Board** (Workforce Solutions) entered into a contract with **Any Baby Can** (ABC) a partner in the implementation of the Workforce Employment Readiness and Continuum (WERC) project. The contract period is April 1, 2012 through September 30, 2014 with a maximum funding liability of \$95,500.00. Exhibit A of the contract and relevant amendment(s) set forth the ABC agreed to activities and responsibilities. This review evaluated compliance with those provisions.

### Scope

The ABC contract with Workforce Solutions Capital Area is a unit rate contract and as such they are paid in pre-determined performance based unit rates. Accordingly, our review evaluated the supporting documentation for the unit payments and reconciled those amounts to the unit rates per the contract. Our program review evaluated compliance with client eligibility criteria. Additionally, the financial review evaluated the specific contracted fiscal requirements such as insurance and bonding.

The following ABC documents were reviewed

1. 100% of the ABC invoices and supporting documentation submitted to Workforce Solutions for each of the months of April, May June and September 2012. Additionally, we cross referenced a representative sample of the clients associated with billed units to the ECM system and hard copy client data
2. ABC insurance and bonding policies in effect for the current contract period as required per section 7 of their contract.

### Determinations

Our financial review of **Any Baby Can** evaluated a representative sample of the areas as outlined in the Review Scope section of this report. Our review did not determine any reportable instances of financial non-compliance and/or significant weaknesses in internal financial controls. **Accordingly, no financial findings and/or observations are presented.**



## P rogram Review Scope and Determinations

---

### Scope

A sample of participants from each of the three service activities was pulled:

Service	Number Enrolled	Sample (%)
ABE	15	4 (26%)
ESL	13	2 (15%)
Spanish Literacy	5	2 (40%)

The program review focused on documentation of eligibility, residence and activity assignment.

### Determinations

- **Eligibility/Income:** All files contained appropriate documentation of income. Two files, a husband and wife, both participants (678794 and 678795), had their individual income documentation in their separate file. The monitor suggested that each file should contain the spouse income documentation information as well since income is determined for the family.
- **Residency and Citizenship:** All files contained appropriate documentation of residency. Citizenship is not required for ABE training so was not reviewed, though there was identify documentation in each file.
- **Activities Documentation:** All files contained evidence of appropriated activities being provided. Documentation was in the form of test results, completed work papers.

There were no findings identified in this review. ABC is in compliance with WERC program policies applicable to the areas monitored.

# E T aylor and A ssociates

---

P.O Box 940, Del Valle, Texas 78617  
Office (512) 276-7367 Email: eat13@aol.com

**November 12, 2013**

Ms. Margi Preston  
Any Baby Can  
1121 East 7<sup>th</sup> Street  
Austin, Texas 78702

Dear Ms. Preston:

Attached is the report of the results of our financial and program monitoring review of the *Workforce and Education Readiness Continuum* (WERC) project contracted to your organization by the Capital Area Workforce Board (Workforce Solutions). The review evaluated financial and program compliance pursuant to contract number WERC ABC 12-14 and amendments. Pursuant to Board policy a written response to this report should be submitted to me in the space allotted in the report on or before November 28, 2013. Accordingly, please respond in accord with the Board policy and timeframe.

***We greatly appreciate the courtesy and cooperation exhibited by you and staff during this review.***

Should you have any questions, please feel free to contact me at 512 276-7367.

Sincerely,

*Edward A. Taylor*

Edward Taylor  
CEO E. Taylor and Associates

CC: Janee White, Quality Assurance Manager  
Jerry Neef, Chief Financial Officer, Workforce Solutions CAWB  
Peter Brodeur, Special Projects Manager Workforce Solutions CAWB

**Workforce Solutions  
Capital Area**

Financial and Program Monitoring of the  
**Any Baby Can**  
Workforce Education Readiness and Continuum Project

---

**Issued: November 12, 2013**

## R

### Report Demographics

---

**Report Number:** WERC 13-02  
**Report Type:** Initial Draft Pending Contractor Response within 15 days  
**Report Issue Date:** November 12, 2013  
**Review Type:** **Annual Financial and Program Monitoring Evaluation**  
**Review Period:** February 1, 2013 through September 30, 2013  
**Entity Reviewed:** *Any Baby Can*

#### Contract Demographics

**Contract Number:** WERC ABC 12-14  
**Contract Source:** Capital Area Workforce Board (Workforce Solutions)

**Review Conducted By:** *E. Taylor and Associates*  
Richard J. Rogers  
Denise Howard, CPA  
Sujuane Smith  
Edward Taylor

**Dates of Fieldwork:** October 8, 2013

## R

### Review Scope and Determinations

---

## **FINANCIAL REVIEW BACKGROUND**

The *Capital Area Workforce Development Board* (Workforce Solutions) entered into a contract with *Any Baby Can* (ABC) a partner in the implementation of the Workforce Employment Readiness and Continuum (WERC) project. The contract period is April 1, 2012 through September 30, 2014 with a maximum funding liability of \$95,500.00. Exhibit A of the contract and relevant amendment(s) set forth the ABC agreed to activities and responsibilities. This review evaluated compliance with those provisions.

## **FINANCIAL REVIEW SCOPE**

The ABC contract with Workforce Solutions Capital Area is a unit rate contract and as such they are paid in pre-determined performance based unit rates. Accordingly, our review evaluated the supporting documentation for the unit payments and reconciled those amounts to the unit rates per the contract. Additionally, the financial review evaluated the specific contracted fiscal requirements such as insurance and bonding.

The following ABC documents were reviewed

1. 100% of the ABC invoices and supporting documentation submitted to Workforce Solutions for each of the months during the review period of February –September 2013. Additionally, we cross referenced a representative sample of the clients associated with billed units to the ECM system and hard copy client data
2. ABC insurance and bonding policies in effect for the current contract period as required per section 7 of their contract.

## **Determinations**

Our financial review of *Any Baby Can* evaluated a representative sample of the areas as outlined in the Financial Review Scope section of this report. Our review did not determine any reportable instances of financial non-compliance and/or significant weaknesses in internal financial controls. **Accordingly, no financial findings and/or observations are presented.**

## **PROGRAM REVIEW SCOPE**

A sample of participants from each of the three service activities was pulled from the list of active customers. Fourteen files were reviewed. A listing of each file and the monitoring elements and comments can be found on the Attachment A and B of this report. A sample percent could not be determined based on the list provided by the contractor. The list identifies transactions (enrollments and exits from services) but does not provide an unduplicated count of customers in each activity. The program monitoring review focused on documentation of eligibility, residence and activity assignment/documentation.

### **PROGRAM REVIEW DETERMINATIONS**

1. **Eligibility/Income:** 8 of 14 files had issues with eligibility/income:
  - 695766 – Income documentation dated after enrollment; application date is 3/21, income statement is dated 4/4.
  - 695538 – income documentation dated after enrollment; application date is 3/21 income statement is 4/11
  - 700656 – Income documentation dated after enrollment; application date is 5/29, income statement dated 5/31.
  - 688280 – Income is documented for the 30 day period prior to enrollment, but signed application does not list income - no signed statement regarding income, just check stubs. Should have income on application or some statement stating income signed by customer.
  - 678807 - Application date is 4/24/13, income statement is dated 5/9/13, enrollment is 4/30. Appears income data was taken after enrollment. Customer file has statement from employer regarding income dated 4/16 – should have a received date stamp on the document.

**Recommendation:** Income documentation must be taken at the time of enrollment and should cover the 30 day period prior to the application date. Customer should not be enrolled in activities until eligibility has been determined.

**ABC response:**

**ETA response:**

2. **Residency:** All files contained appropriate documentation of residency.
3. **Citizenship** was not reviewed since customers do not have to be citizens for ESL/ABE training.

4. **Activities Documentation:** All files contained evidence of appropriate activities being provided. Documentation was in the form of test results, and completed work papers.
- One file 678788 did have a paper application dated 4/24 though enrollment in ESL was done in 4/1. Appears application was done after enrollment in activity.

**Recommendation:** Customer eligibility should be determined prior to enrolling the customer in activities.

**ABC response:**

**ETA response:**

# Attachment A

Name	ID NUMBER	age	SCHOOL		Eligibility Income			Residence			Citizenship			Support Services			Activities - ABE			Activities -ESL or		
Any Baby Can			IS	OS	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA
Phan, Phoung	679126	43		OS			NA	y					na			na	y			y		
Hernandez, Sandra	687545	30		OS	y			y					NA			NA	y			y		
Franco, Leticia	678799	24		OS	y			y					NA			NA			na	y		
Barajas, Beatriz	695766	38		OS		n		y					NA			NA			na	y		
Sanchez-Perez, Barbarita	691964	33		OS	y			y					NA			NA			na	y		
Gomez, Xiomara	695751	26		OS	y			y					NA			NA			na	y		
Albiter, Ana	678828	23		OS	y			y					NA			NA			na	y		
Barajas Armas, Alma Laura	695538																					
		27		OS		n		y					NA			NA			na	y		
Vazquez, Herminia	700656	32		OS		n		y					NA			NA			na	y		
Becerra, Delia	688280	32		OS		n		y					NA			NA			na	y		
Gonzalez, Jacinta	694124	32		OS	y			y					NA			NA			na	y		
Lopez-Martinez, Maria Noemi	678788																					
		26		OS	y			y					NA			NA			na	y		
Ramos Reyes, Rosalinda	694002	28		OS	y			y					NA			NA			na	y		
Franco-Colchado, Gabriela	678807																					
		26		OS		n		y					NA			NA			na	y		
			0	14	8	5	1	14	0	0	0	0	14	0	0	14	2	0	12	14	0	0



Customer	comments
Phan, Phuong	eligibility done by El Bueno
Hernandez, Sandra	income docs are pay stubs dated 3/4/13 to 3/17/13; eligibility date is 2/5; income documented after enrollment? Self attestation for income is dated 3/27/13; eligible but income taken after enrollment
Franco, Leticia	application date is 4/24/12; income self attestation date is 5/08/12. enrollment date is 4/30. enrollment in activity is 5/08. income doc dated after application date. Application is not in ECM; enrollment and service dates differ - hard to tell when customer actually started program. looks like services began before eligibility determined.
Barajas, Beatriz	enrollment date 3/21, income statement dated 4/4, application date 3/21 -
Albiter, Ana	file has updated application and income statement;
Barajas Armas, Alma Laura	application and enrollment dates are 3/21/13, income statement is 4/11/2013
Vazquez, Herminia	income docs signed 5/31; enrolled 5/29; application date is 5/29. income correctly calculated.
Becerra, Delia	file has check stubs for 30 day prior to application but no income document signed by customer - app has no income, no self-cert on income; eligible
Lopez-Martinez, Maria Noemi	application is dated 4/24; enrollment in ESL is 4/1. application does not have spouse name on family member list though pay and residence proof are in his name. Income on application is estimate; file does have pay stub for period prior to enrollment
Franco-Colchado, Gabriela	application is dated 4/24 but income statement is 5/9 (though written statement is dated 4/16 by customer, enrollment date is 4/30; income explanation statement should have a received date on it.

## Section 0645

### Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

<b>List Program Staff by Title: Any Baby Can of Austin, Inc.</b>	<b>Program Staff FTE's</b>
CARE Licensed Social Worker - Direct	1.00
CARE Licensed Social Worker - Direct	1.00
CARE Licensed Social Worker - Direct	1.00
CARE Licensed Social Worker - Direct	1.00
CDL Licensed Social Worker - Direct	1.00
CDL Licensed Social Worker - Direct	1.00
Family Health Supervisor – Direct	1.00
Director of Family Health - Direct	0.55
Home Parent Educator/Case Manager - Direct	1.00
Home Parent Educator/Case Manager - Direct	1.00
Home Parent Educator/Case Manager - Direct	1.00
Home Parent Educator/Case Manager - Direct	1.00
Home Parent Educator/Case Manager - Direct	1.00
Home Parent Educator/Case Manager - Direct	1.00
Home Parent Educator/Case Manager - Direct	1.00
Home Parent Educator/Case Manager - Direct	1.00
Family Strengthening Supervisor – Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Home Visitor - Direct	1.00
Nurse Supervisor	1.00
Nurse Supervisor	1.00
NFP Program Assistant	1.00
NFP Program Assistant	0.50
Family Education Instructor - Direct	0.75
Family Education Instructor - Direct	1.00
Family Education Instructor - Direct	0.50
Family Education Instructor - Direct	1.00
Family Education Child Educator - Direct	1.00
Family Education Child Educator - Direct	0.40
Family Education Child Educator - Direct	0.64

**Section 0645**  
**Program Staff Positions and Time**

Family Education Child Educator - Direct	0.64
Director of Family Strengthening - Direct	1.00
Chief Program Officer – Direct	0.69
Program Coordinator – Administrative	0.43
Director of Community Education – Administrative	0.87
ECI Case Manager - Direct	1.00
ECI Case Manager - Direct	1.00
ECI Case Manager - Direct	1.00
ECI Case Manager - Direct	1.00
ECI Case Manager - Direct	1.00
ECI Case Manager - Direct	1.00
ECI Specialized Skills Trainer - Direct	1.00
ECI Specialized Skills Trainer - Direct	1.00
ECI Specialized Skills Trainer - Direct	1.00
ECI Specialized Skills Trainer - Direct	1.00
ECI Specialized Skills Trainer - Direct	1.00
ECI Therapist - Direct	1.00
ECI Therapist - Direct	1.00
ECI Therapist - Direct	1.00
ECI Therapist - Direct	1.00
ECI Therapist - Direct	1.00
ECI Therapist - Direct	1.00
ECI Therapist - Direct	0.60
ECI Therapist - Direct	1.00
ECI Evaluator - Direct	1.00
ECI Evaluator - Direct	1.00
ECI Administrative Assistant - Administrative	1.00
ECI Database Administrator - Administrative	1.00
ECI Outreach Specialist - Direct	1.00
Chief ECI Program Officer - Direct	1.00
Director of ECI Quality Assurance - Direct	1.00
Director of ECI Services - Direct	1.00
Data and Information Coordinator - Administrative	0.86
Data and Information Assistant - Administrative	0.86
Chief Financial Officer - Administrative	0.72
Director of Finance - Administrative	0.72
Accounts Payable Specialist - Administrative	0.84
Chief Operations Officer - Administrative	0.77
Facilities Coordinator - Administrative	0.77
Customer Service Coordinator - Administrative	0.77
Executive Director - Administrative	0.46
Executive Assistant - Administrative	0.46
Chief Human Resources Officer - Administrative	0.83
Payroll/Medical Billing Specialist - Administrative	0.92
Medical Billing Administrator – Administrative	1.00
Medical Billing Assistant – Administrative	1.00

## Section 0645

### Program Staff Positions and Time

[illegible]

**POSITION TITLE: Bilingual Case Manager (CARE)**

**GENERAL DESCRIPTION:** The CARE Case Manager provides case coordination, support services, and counseling to families of children with special healthcare needs. Support services include referrals, development of individual service plans, and crisis intervention with the goal of identifying service needs and implementing plans to meet those needs.

**ESSENTIAL FUNCTIONS:****Case Coordination**

- Provide case management in the home, office, and other sites as needed in concert with developing and maintaining good rapport with clients and their families on caseload.
- Complete a Family Needs Assessment and develop an Individual Family Service Plan (IFSP), in collaboration with the family.

**Collaboration and Paperwork**

- Complete intakes of new clients and along with other cases, present at team meetings for the purpose of further assessing the needs of each family and developing strategies.
- Facilitate referrals with community resources through advocacy and coordination, and collaborate with other agencies to enhance service provision and referrals.
- Complete computer-based information, including referral and intake data forms, and submit all paperwork within program and agency timelines.
- Other duties as assigned.

**Clinical Counseling (Masters Level only)**

- Provide counseling for individuals, families, and groups in the home, office, and/or other sites, as needed.
- Assess and develop a diagnosis for each client, and develop a treatment plan according to assessment and diagnosis.
- Complete counseling intake, assessment, diagnosis, counseling goals, and treatment plans, and maintain progress notes documenting attainment of goals.
- Participate in individual and/or group clinical supervision, along with the agency's clinical supervision group, and facilitate therapy groups as requested.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Social Work or Professional Counseling, plus 2 years experience in the field of social work serving children with special health care needs, required. Master's degree and or license strongly preferred.
- Fluent language skills in English and Spanish, both verbal and written modalities, required.
- Experience working with low-income and culturally diverse families having multiple needs and limited resources, along with home visitation experience, strongly preferred.
- Familiarity working with children and families in medical settings, and ability to handle crisis situations.
- Flexible, able to work well under pressure, and ability to work independently, as well as an active and collaborative team member.
- Proficiency with MS Office, including Word, Excel, and Outlook, along with a familiarity of database applications.
- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**POSITION TITLE:**

Licensed Social Worker- Candlelighters program

**REPORTS TO:**

Family Health Programs Supervisor

**GENERAL DESCRIPTION:** The Candlelighters Licensed Social Worker provides counseling, case coordination, and support services to families of children diagnosed with cancer. Support services include referrals, development of individual service plans, and crisis intervention with the goal of identifying service needs and implementing plans to meet those needs. *This position requires periodic availability outside the normal working hours to attend and facilitate program-related events and fundraisers.*

**ESSENTIAL FUNCTIONS:****Clinical Counseling**

- Provide counseling for individuals, families, and groups in the home, office, and/or other sites, as needed.
- Assess and develop a diagnosis for each client, and develop a treatment plan according to assessment and diagnosis.
- Complete counseling intake, assessment, diagnosis, counseling goals, and treatment plans, and maintain progress notes documenting attainment of goals.
- Participate in individual and/or group clinical supervision, along with the agency's clinical supervision group, and facilitate therapy groups as requested.

**Case Coordination**

- Provide case management in the home, office, and other sites as needed, in concert with developing and maintaining good rapport with clients and families on caseload.
- Complete Family Needs Assessment form and develop Individual Family Service Plan (IFSP), in collaboration with the families.

**Collaboration and Paperwork**

- Provide leadership to and participate in program sponsored events, such as Camp Grey Dove and Luminaria, along with various other program fundraisers.
- Present intakes of new clients and other cases at team meetings for the purpose of further assessing the needs of each family and developing strategies.
- Facilitate referrals with community resources through advocacy and coordination, and collaborate with other agencies to enhance service provision and referrals.
- Complete computer-based information, including referral and intake data forms, and submit all paperwork within program and agency timelines.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Masters degree in Social Work, plus 2 years experience in the field of social work or counseling, required. Pediatric oncology experience strongly preferred.
- License (Texas) in Social Work, required.
- Experience working with low-income and culturally diverse families having multiple needs and limited resources, along with home visitation experience, strongly preferred.
- Fluent language skills in English and Spanish, both written and verbal modalities, strongly preferred.
- Familiarity working with children and families in medical settings, and ability to handle crisis situations.
- Flexible, able to work well under pressure, and ability to work independently, as well as an active and collaborative team member.
- Proficiency with MS Office, including Word, Excel, and Outlook, along with a familiarity of database applications.
- Must have good driving record, valid Texas Drivers License and current auto insurance.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Bilingual Family Health Programs Supervisor  
**REPORTS TO:** Director of Family Health Programs

**JOB CLASSIFICATION:** Professional, Exempt, Full-time

**GENERAL DESCRIPTION:** The Family Health Programs Supervisor is a supervisory position. This position is responsible for the daily operations and management of the Family Health programs including, No Estas Solo (NES) Counseling Program, Comprehensive Advocacy for Resources and Empowerment (CARE), Candlelighters Childhood Cancer Program (CDL) and Children's Hearing Aid Texas (CHAT) programs.

**ESSENTIAL FUNCTIONS:**

**Staff Supervision and Program Operations**

- Select, train, supervise, and evaluate performance of program staff.
- Direct day-to-day program operations, including program services and direct care program staff, referrals, caseload assignment, waitlist and general troubleshooting.
- Conduct weekly team meetings and assign new cases to staff in each program.
- Monitor program staff in order to maintain compliance with agency and program requirements including adequate training and up-to-date licensure when necessary.
- Monitor and evaluate all program activities and implement quality assurance procedures.
- Oversee quality assurance chart reviews and activities including regular home visit observations.
- Evaluate each program's performance, using quantitative and qualitative data including staff caseloads, staff productivity, progress toward deliverables, program challenges, etc., on a regular basis and report to the Director of Family Health Programs;
- Communicate to Director of Family Health any necessary staff and/or financial resources needed to meet program demands.

**Program Planning**

- Regularly review and update the Any Baby Can program logic models.
- Support the Director of Family Health Programs in the establishment and revision of program procedures, manuals, forms, educational materials and other program resources, as needed

**Additional Duties**

- Establish and maintain collaborative internal relationships to support Family Health services.
- Maintain relationship with the State and National organizations as appropriate to ensure ABC compliance with all aspects of program model and professional requirements.
- Regularly review, through report pulling and spot checking, data input and appropriate use of the Any Baby Can database.
- Review drafts of grant proposals and other published documents, as requested and
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Master's degree in social work or counseling ,plus a minimum of 4 years professional work experience required.
- License in Texas (LCSW,LMSW or LPC) required.
- Managerial/supervisory experience including budgetary responsibilities and ability to provide clinical supervision for staff preferred.

- Language skills in English and Spanish, both verbal and written modalities, required.
- Experience in working with low-income families and persons of diverse cultures.
- Ability to be flexible, able to work well under pressure, and handle crisis situations.
- Strong proficiency with computers, including MS Office suite and internal database, plus a strong ability to complete paperwork and meet program and agency deadlines.
- Must have good driving record, valid Texas Drivers License and current auto insurance.

**ACKNOWLEDGEMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

---

Employee's Signature

---

Date

---

Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.



**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Director of Family Health Programs

**REPORTS TO:** Chief Program Officer (CPO)

**JOB CLASSIFICATION:** Professional, Exempt, Full-Time

**GENERAL DESCRIPTION:** The Director of Family Health position is responsible for the support, evaluation, strategic planning, development and leadership in the Candlelighters', CARE, CHAT, and NES programs as well as direct supervision of supervisory staff in each of these programs.

**ESSENTIAL FUNCTIONS:**

**Program Planning and Operations**

- Monitor and evaluate all program activities and implement quality assurance procedures.
- Evaluate each program's performance on a regular basis based on quantitative and qualitative data and report to the CPO;
- Monitor community needs in order to make recommendations and design strategies for program revisions to improve service delivery and quality.
- Support Program Supervisors development and regular assessment of programmatic budgets and identification of possible revenue opportunities.
- Ensure compliance with professional standards of practice, grant requirements, agency policies and best practices for risk management.

**Additional Duties**

- Select, train, supervise, and evaluate performance of Program Supervisors.
- Identify and coordinate with HR for training opportunities for program staff.
- Support agency communication staff by maintaining collaborative relationships in support of Family Health services.
- Develop and/or maintain robust logic models for Family Health Programs to support contract and grant writing activities
- Provide input and review of grant proposals including deliverables, narrative and budgets
- Establish and revise program procedures, manuals, forms, educational materials and other program resources, as needed.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Master's degree in Social Work or Counseling, plus minimum of 4 years experience, required.
- License in Texas (LPC or LMSW), strongly preferred.
- Program management, including budgetary responsibilities and staff supervisory experience.
- Fluent language skills, English/Spanish, both written and verbal modalities, preferred.
- Experience working with children and families of different cultures and socio-economic levels; home visitation experience, a plus.
- Excellent communication and public speaking skills and ability to lead diverse staff.
- Ability to be flexible, able to work well under pressure, work on multiple projects concurrently and handle crisis situations.
- Superior time management skills.
- Strong proficiency with computers, including MS Office suite and internal database, plus a strong ability to draft professional documents and meet program and agency deadlines.

**POSITION TITLE:** Home Parent Educator/Case Manager (HFS)  
**REPORTS TO:** Family Strengthening Supervisor  
**JOB CLASSIFICATION:** Professional, Non-Exempt, Full Time

**GENERAL DESCRIPTION:** To provide case management, parenting education and child development services to low-income families with children, birth to 5 years, having mild developmental delays or who are at-risk for developing delays. Many clients may also be at risk for child abuse/neglect due to psycho-social risk factors.

**ESSENTIAL FUNCTIONS:**

**Case Coordination**

- Provide case management in the home, in the school, and at other sites as needed in concert with developing and maintaining good rapport with parents and their children on their caseload.
- Maintain a maximum caseload of 25 clients
- Provide 48-60 face-to-face visits per month in fidelity with Parents as Teachers model
- Develop and update service plans for each client and provide appropriate referrals.
- Use the service plans and assessments as the basis for all case management and educational activities with the parents and children
- Provide Home-Based educational visits using the Parents as Teachers curriculum.
- Provide guidance to parent(s) to assist them in providing needed education and resources.
- Support the planning and implementation of structured parent-child group events
- Remain current on new findings in child-development research and complete trainings to acquire and maintain certifications required for the position
- Keep accurate files, meet data entry deadlines and provide timely and accurate reports
- Work with families and other community service providers to accomplish appropriate transitions for children who are ready for other programs or who age out of HFS
- Recruit families with young children to the program

**Program Support and Collaboration**

- Assist in quality assurance procedures and activities
- Collaborate with members of other agencies in the area and advocate to ensure that eligible families are receiving requested services
- Attend and participate in all scheduled staff and collaboration meetings, prepared to report on new families and their individual situations

**Paperwork**

- Complete computer based information on each client.
- Complete all paperwork within program timelines. (Paperwork and data entry are to be completed within 5 business days of the case contact).
- Perform other duties as assigned by Supervisor

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in social work, early childhood development, public health or related field and a minimum of 2 years professional experience
- LBSW preferred
- Language skills in English and Spanish, both verbal and written modalities, preferred
- Parents As Teachers' Educator certification will be required; may be acquired upon hire
- Experience and proven ability to work with low-income and culturally diverse families having multiple needs and limited resources; experience with home visits, strongly preferred
- Demonstrated ability to develop program plans and work independently as well as contribute as an active and collaborative team member
- Proven ability to maintain detailed and accurate program records, meet deadlines, work well under pressure, and handle crisis situations.
- Strong computer proficiency with all MS Office suite products, especially MS Word and Excel, along with a familiarity of database applications.
- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Family Strengthening Programs Supervisor  
**REPORTS TO:** Director of Family Strengthening Programs

**JOB CLASSIFICATION:** Professional, Exempt, Full-time

**GENERAL DESCRIPTION:** The Family Strengthening Programs Supervisor is a supervisory position. This position is responsible for the daily operations and management of the Family Strengthening programs including, Healthy and Fair Start (HFS), TANDEM, Family Literacy and Parent Education programs.

**ESSENTIAL FUNCTIONS:**

**Staff Supervision and Program Operations**

- Select, train, supervise, and evaluate performance of program staff.
- Direct day-to-day program operations, including program services and direct care program staff, referrals, caseload/class assignment, waitlist and general troubleshooting.
- Conduct weekly team meetings and assign new cases/classes to parent educators.
- Monitor program staff in order to maintain compliance with agency and program requirements including adequate training and up-to-date licensure when necessary.
- Monitor and evaluate all program activities and implement quality assurance procedures.
- Oversee quality assurance chart/binder reviews and activities including regular home visit and class observations.
- Evaluate each program's performance, using quantitative and qualitative data including staff caseloads, staff productivity, progress toward deliverables, program challenges, etc., on a regular basis and report to the Director of Family Strengthening;
- Communicate to Director of Family Strengthening any necessary staff and/or financial resources needed to meet program demands.

**Program Planning**

- Regularly review and update the Any Baby Can Parents as Teachers, Family Literacy and Parent Education logic models.
- Support the Director of Family Strengthening Programs in the establishment and revision of program procedures, manuals, forms, educational materials and other program resources, as needed

**Additional Duties**

- Establish and maintain collaborative internal relationships to support program services.
- Maintain relationship with the State and National Parents as Teachers Program and ensure ABC compliance with all aspects of PAT Affiliate requirements.
- Maintain relationship with appropriate Literacy and Parent Education stakeholders to ensure fidelity to evidence-based models and best practices.
- Regularly review, through report pulling and spot checking, data input and appropriate use of the Visit Tracker and Any Baby Can databases.
- Review drafts of grant proposals and other published documents, as requested and
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in social work, early childhood development, public health, or related field and 4 plus years professional work experience; Master's degree strongly preferred.
- Minimum of 2 years of managerial/supervisory experience including budgetary responsibilities, preferred.
- License in Texas (LBSW or LMSW), preferred.

Revised 9/2013

- Language skills in English and Spanish, both verbal and written modalities, preferred.
- Experience in working with low-income families and persons of diverse cultures.
- Ability to be flexible, able to work well under pressure, and handle crisis situations.
- Strong proficiency with computers, including MS Office suite and internal database, plus a strong ability to complete paperwork and meet program and agency deadlines.

**ACKNOWLEDGEMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

---

Employee's Signature

---

Date

---

Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Nurse Home Visitor, Nurse-Family Partnership  
**REPORTS TO:** Nurse Supervisor, Nurse-Family Partnership

**JOB CLASSIFICATION:** Professional, Exempt, Full-Time

**GENERAL DESCRIPTION:** The Nurse Home Visitor is responsible for providing comprehensive community health nursing services to women and their families eligible for the Nurse Family Partnership program. This position provides case management and care coordination through home visitation for low-income, first-time mothers and their families, from early pregnancy up to 2 years of age. *This position is required to attend education sessions in Denver, CO to learn the NFP model and guidelines.*

**ESSENTIAL FUNCTIONS:**

**Clinical:**

- Assess the physical, emotional, social, and environmental needs of women and their families and provide assistance in establishing realistic goals and measurable outcomes, as related to health and life course development.
- Provide counseling and instruction to assist clients in attaining targeted goals, in areas including prenatal and postpartum care, nutrition, parenting, child health care, family planning, and special health problems.
- Utilize principles and concepts of parallel process and reflective parenting; modeling, therapeutic relationships, change theory, self-efficacy, client-centered, strength based, and solutions.
- Perform home visiting in accordance with the NFP model and maintain appropriate, thorough, timely, and compliant documentation on visits.

**Outreach:**

- Perform outreach activities to community agencies in order to facilitate alliances for program promotion and to improve program objectives.
- Develop and maintain community relationships to support client referrals and link clients with community resources that are relevant to their specific needs.

**Professional Development:**

- Engage in skill building to meet all NFP Nurse Home Visitor competency requirements.
- Remain informed of current health care developments to provide safe, quality nurse home visiting services.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Nursing, plus a minimum of 2 years practical nursing experience, required.
- Current Texas RN license, required.
- Language skills in English and Spanish, both written and verbal modalities, preferred.
- Experience in community health, educational or case management setting with an emphasis on pediatrics, pre/postnatal care and infant mental health, strongly preferred.
- Proven ability to establish interpersonal relationships with low-income and culturally diverse families having multiple needs.
- Demonstrated abilities in problem-solving, initiative, and communication, required.
- Demonstrated skills in building self-efficacy, and practicing strength-based, solution-focused nursing with the ability to adapt to change and challenge, required.
- Must have good driving record, valid Texas driver's license, and current auto insurance.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Nurse Supervisor- Nurse Family Partnership (NFP)  
**REPORTS TO:** Senior Program Officer

**JOB CLASSIFICATION:** Professional, Exempt, Full Time

**GENERAL DESCRIPTION:** The Nurse Supervisor is responsible for supervision and staff development of the Nurse Home Visitors, in order to provide primary support and appropriate oversight, and to build and model a strength-based, client-centered culture. This position also works within the local community and leads the agency structure to assure the NFP program is implemented in accordance with established guidelines and contract requirements. This position is required to attend education sessions in Denver, CO to learn the NFP model and guidelines.

**ESSENTIAL FUNCTIONS:**

**Staff Supervision:**

- Provide supervision to Nurse Home Visitors and Administrative Assistant, including staff recruitment, training, evaluation, and implementation of NFP philosophy and model.
- Ensure that all staff, including supervisor, attend all required NFP education sessions as outlined in NFP training materials.
- Assign caseloads and monitor Home Visitor's ability to build and manage caseloads, and provide useful feedback to confront and resolve issues.
- Coordinate and lead regular case conferences and team meetings to provide assistance in analyzing complex case situations.

**Outreach and Referrals:**

- Develop and maintain external and internal systems to assure timely receipt and disposition of referrals to and from the NFP.
- Create and implement strategies for researching and attaining community referral sources for NFP staff and clients.
- Remain proactive with local, state, and national issues that may affect sustainability of NFP program.

**Program Monitoring:**

- Acclimate NFP program into current agency practices, and cooperate and partner with other program managers to ensure comprehensive client services.
- Assist in the preparation and monitoring of the NFP budget to ensure appropriate use of funds, expenditure of funds, and compliance with NFP contract requirements.
- Develop and recommend an adequate budget for appropriate materials, gifts, and incentives for NFP program clients.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Nursing, Master's degree preferred, plus a minimum of 4 years practical nursing experience, required.
- Current Texas RN license required.
- Familiarity with program management and staff supervision, strongly preferred.
- Experience in community health, educational or case management setting, with an emphasis on pediatrics, pre/postnatal care and infant mental health, strongly preferred.
- Proven ability to communicate and establish interpersonal relationships with low-income and culturally diverse families having multiple needs.
- Demonstrated abilities in problem-solving, initiative, and communication, required.
- Demonstrated skills in building self-efficacy, and practicing strength-based, solution-focused nursing with the ability to adapt to change and challenge, required.
- Must have good driving record, valid Texas driver's license, and current auto insurance.

## **ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER JOB DESCRIPTION**

**POSITION:** Family Education Instructor  
**REPORTS TO:** Family Strengthening Programs Supervisor  
**JOB CLASSIFICATION:** Professional, Non-Exempt, Full or Part-Time

**GENERAL PURPOSE:** The Family Education Instructor plans and facilitates ABC's education classes. This position is responsible for teaching and modeling with the goal of encouraging a successful, supportive family environment where all members can feel successful in achieving their goals to improve communication and learning.

*This position may require availability during specific day or evening hours and possible Saturdays.*

### **ESSENTIAL FUNCTIONS:**

- Plan, prepare, and lead (and/or co-facilitate) assigned literacy or parenting classes;
- Research and share resources with the class participants;
- Be familiar with and utilize the selected and approved curricula for each class subject matter;
- Provide opportunities for individual, pair, small and large group work to support all learners;
- Employ numerous instructional strategies and align instruction with different learning styles in mind.
- Greet participants and ensure a positive, welcoming environment for learning;
- Submit accurate client and class paperwork for data entry by program deadline;
- Assist with data entry as needed for specific classes;
- Set-up and take-down of the parent classroom. Assist with general clean-up, storage of furniture, equipment, and materials, as necessary;
- Perform, or assist with, outreach to promote upcoming classes or agency services.
- Maintain current CPR and First Aid certifications for infants, children, and adults;
- Complete professional development trainings and attend monthly team meetings, as requested;
- Submit all agency and program paperwork within deadlines;
- Other duties as assigned by the Family Strengthening Supervisor.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in education, childhood development, social work or related field with at least 2 years relevant, professional experience preferred; experience may be substituted for education as appropriate.
- Fluent language skills in English, both verbal and written modalities required; fluent language skills in Spanish preferred.
- Excellent verbal and written communication skills, along with demonstrated organizational skills;
- Knowledge of and experience working with low-income, diverse and underserved populations with an ability to establish rapport with clients
- Able to perform duties in a manner that respects ethnic, cultural and language diversity;
- Demonstrated competence and confidence in working with parents and children of all ages, together as a family; comfortable working with parents possessing various parenting styles;
- Capable of directing large groups of people as they work on projects together;
- Skilled in reacting to change productively and handle other essential tasks as assigned;
- Proven ability to make appropriate decisions while working independently, as well as an active and collaborative team member;
- Proficiency with MS Office Suite, including Word, Excel, and Outlook, along with a familiarity of database applications.
- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Director of Family Strengthening Programs  
**REPORTS TO:** Chief Program Officer (CPO)

**JOB CLASSIFICATION:** Professional, Exempt, Full-time

**GENERAL DESCRIPTION:** The Director of Family Strengthening position is responsible for the support, evaluation, strategic planning, development and leadership in the Parents as Teachers Program, Nurse Family Partnership Program and the Family Education Program as well as direct supervision of supervisory staff in each of these programs.

**ESSENTIAL FUNCTIONS:**

**Program Planning and Operations**

- Monitor and evaluate all program activities and implement quality assurance procedures.
- Evaluate each program's performance on a regular basis based on quantitative and qualitative data and report to the CPO;
- Monitor community needs in order to make recommendations and design strategies for program revisions to improve service delivery and quality.
- Support Program Supervisors development and regular assessment of programmatic budgets and identification of possible revenue opportunities.
- Ensure compliance with professional standards of practice, grant requirements, agency policies and best practices for risk management.

**Additional Duties**

- Select, train, supervise, and evaluate performance of Program Supervisors.
- Identify and coordinate with HR for training opportunities for program staff.
- Support agency communication staff by maintaining collaborative relationships in support of Family Strengthening services.
- Develop and/or maintain robust logic models for Family Strengthening Programs to support contract and grant writing activities
- Provide input and review of grant proposals including deliverables, narrative and budgets
- Establish and revise program procedures, manuals, forms, educational materials and other program resources, as needed.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in social work, early childhood development, education, public health, or related field, plus a minimum of 4 years professional work experience; Master's degree strongly preferred.
- Minimum of 2 years of managerial/supervisory experience including budgetary responsibilities.
- Fluent language skills, English/Spanish, both written and verbal modalities, preferred.
- Experience working with children and families of different cultures and socio-economic levels; home visitation experience, a plus.
- Excellent communication and public speaking skills and ability to lead diverse staff.
- Ability to be flexible, able to work well under pressure, work on multiple projects concurrently and handle crisis situations.
- Superior time management skills.
- Strong proficiency with computers, including MS Office suite and internal database, plus a strong ability to draft professional documents and meet program and agency deadlines.



**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Chief Program Officer  
**REPORTS TO:** Executive Director  
**JOB CLASSIFICATION:** Professional, Exempt, Full Time

**GENERAL DESCRIPTION:** The Chief Program Officer (CPO) gives leadership to and supports Any Baby Can's programs and program staff. The CPO assesses community needs and assures that ABC programming meets the needs of the client population, that program services are of the highest quality, and that all contract obligations are fulfilled. The CPO exercises significant responsibility for strategic design, program implementation, program evaluation, interaction with key stakeholders, and advocacy. S/he fosters and promotes development of staff and assures they have the resources and support that they need to carry out their duties. The CPO serves as a liaison with community partners and the Board of Directors for program planning, new program development and achievement of outcomes.

**ESSENTIAL FUNCTIONS:**

- Develop personal and organizational knowledge of our various program areas, including current issues, key resource people and partner organizations.
- Provide leadership in the revision of existing programs and development of new programs in response to the changing needs of the community, the availability of resources, and the necessity to develop and sustain program services of the highest quality.
- Assist in the development, implementation, enforcement, and monitoring of program policies and procedures for effective service delivery.
- Create and develop processes for program review, including feedback methods, such as surveys and interviews, which evaluate the effectiveness of programs and monitor the results.
- Document the strengths and weaknesses of programs and provide consultation to develop and implement plans, if needed, for program improvement.
- Analyze and interpret program evaluation and quality assurance results and use the data to improve processes, services and staff performance to foster a continuous quality improvement environment
- Assure program contract obligations are met and programs adhere to evidence-based or proven effective models, as appropriate.
- Supervise and develop ABC Program leaders in managing, analyzing, and improving their businesses.
- In conjunction with the executive team, support the CEO in developing and implementing ABC's agency strategy. Partner with the Directors of Programs on the development and implementation of program strategies and work plans.
- Collaborate with the Chief Grants Officer on grant proposal activities, providing program design, data, staffing, outputs and outcomes.
- Collaborate with the Finance Department for program budget preparation and monitoring.
- Collaborate with the Communications Manager to insure that appropriate collateral materials are produced, updated and available to support program needs, and that clients, client stories, and program experiences are available for advocacy and fundraising opportunities.
- Provide leadership in the internal collaboration between various staff, programs, and services of the agency, particularly in the areas of outreach, staff development and sharing of best practices.
- Serve as a liaison to community stakeholder groups to ensure the collaborative partnerships are forged and fostered for program, funding and knowledge enhancement.

- Provide program related staff support to the Board of Directors, the Board Program Committee, the Nurse Family Partnership Medical Advisory Board and any other advisory groups, as needed.
- Cooperate with other top management personnel in formulating, establishing, and maintaining Any Baby Can policies, operating procedures, and goals, to include researching and suggesting alternative methods and procedures in solving problems and meeting changing requirements.
- Maintain a working knowledge of HIPAA requirements, and adhere to and protect client confidentiality.
- Support agency executive staff by providing insight on program activities, staff and clients for effective and appropriate decision making.
- Perform other duties as required by the Executive Director.

#### **MINIMUM QUALIFICATIONS:**

- Degree in social work, education, child development or related health or education field, Master's degree strongly preferred.
- Minimum of five years of professional service to families from diverse cultures with young children, low-income, and multiple needs.
- Strong administrative/managerial/supervisory experience in providing family support services, social services, child development, parenting education, or related field; experience with home visitation programs a plus.
- Strong computer proficiency with all MS Office suite products, especially MS Word and Excel, along with a familiarity of fundraising and database applications.
- Demonstrated innovation in assessing needs, strategic planning and program design, and experience in a comprehensive organization leading multiple programs.
- Demonstrated capacity and flexibility to work simultaneously on multiple projects.
- Demonstrated nimbleness to problem solve and provide alternative solutions in response to changing program requirements and regulations.
- Demonstrated ability to mentor, lead, develop, motivate, supervise and evaluate staff, plus a drive for accountability and continuous improvement.
- Demonstrated effectiveness in program planning, grant proposal development, and contract management, including budget preparation and financial management.
- Demonstrated success in collaborating and coordinating both internally and with community partners.
- Strong work ethic and passion for improving the lives of children and families.

#### **ACKNOWLEDGMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

---

Employee's Signature

---

Date

---

Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

Revised 2-2013

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Early Intervention Specialist/Case Manager (EIS/CM)  
**REPORTS TO:** ECI Supervisors/Mentor/Program Officer  
**JOB CLASSIFICATION:** Professional, Exempt, Full-Time

**GENERAL DESCRIPTION:** The Early Intervention Specialist/Case Manager assists clients and their families gain access to developmental, medical, social, educational, and other services. This position is responsible for ongoing assessments and works with families on their understanding of Individuals with Disabilities Education Act (IDEA). The EIS/CM is a resource to families for decision-making and meeting family needs, and serves as the point of contact between family and service providers. This position works under general supervision with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

**Assessment**

- Develop ongoing assessment plans allowing for modification of instruction based on the child's responses to intervention activities and any experiences/approaches particularly motivating and enjoyable.
- Participate in ongoing assessment and use assessment data to individualize instructional activities responsive to the needs of the child.
- Coordinate discipline evaluations such as nutrition, speech, occupational, physical, and behavior, as necessary.
- Assist with the administration of the Battelle Developmental Inventory and complete an annual comprehensive assessment to determine continuing eligibility.

**Individualized Family Service Plan (IFSP)**

- Facilitate the planning and development of periodic IFSP reviews and annuals, and monitor provision of services to ensure timely delivery of services.
- Participate in activities with parents for the purpose of promoting the acquisition of skills in a variety of developmental areas.
- Promote and incorporate parent's involvement in order to encourage follow-through and integration of the developmental skills on all aspects of the child's daily routine.

**Case Management**

- Coordinate services between ABC and other community partners/resources to ensure the needs of all family members are being met and services are not duplicated.
- Provide family-centered services by recognizing and building on family strengths, focusing on their contributions to the services received, and supplying them with information.
- Assist families in understanding and exercising their legal rights and serve as the single point of contact for the family.
- Gather information from other members of the child's interdisciplinary team, agency and local community resources, and the larger community.

**Transition**

- Provide an overview of transition concepts and activities to parents when children turn two and explain the LEA notification process.
- Discuss preparation for a change in service delivery, including steps to help the child adjust to, and function in, a new setting, and phases when exiting from the ECI program.
- Identify transition services and other activities the IFSP team determines necessary to support the transition of the child and coordinate Transition Conference.

**Collaboration and Paperwork**

- Participate in self, team, and program evaluation activities, including regular supervision sessions and periodically review cases with supervisor or program officer.
- Complete written reports and all necessary paperwork on a daily basis and submit paperwork within 48 hrs of completion.
- Maintain complete and up-to-date case files for all children in the caseload.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Child Development, Communication Disorders, Elementary Education, Special Education or related Human Behavior Sciences field required. Master's in the above degrees is generally preferred.
- Must meet requirements for the Qualified Early Intervention Specialist Credential in accordance with established DARS guidelines within one year of hire.
- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities.
- Three years of prior experience in the field of child development, strongly preferred.
- Fluent language skills in English and Spanish, both verbal and written modalities, preferred, not required.
- Experience working with low-income and culturally diverse families having multiple needs and limited resources, along with home visitation experience, strongly preferred.
- Flexible, able to work well under pressure, and ability to work independently, as well as an active and collaborative team member.
- Familiarity working with children and families in medical settings, and ability to handle crisis situations.
- Demonstrated communication and organizational skills, along with the ability to plan and conduct activities, maintain accurate records, and meet deadlines.
- Proficiency with MS Office, including Word, Excel, and Outlook, along with a familiarity of database applications.
- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**ACKNOWLEDGMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

---

Employee's Signature

---

Date

---

Employee's Name (please print)

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Early Intervention Specialist/ SST Provider

**REPORTS TO:** ECI Supervisors/Program Director

**JOB CLASSIFICATION:** Professional, Exempt

**GENERAL DESCRIPTION:** The Early Intervention Specialist/SST Provider will provide Specialized Skills Training services to infant and toddlers and their families being served by the Early Childhood Program at Any Bay Can. This job requires providing direct services in the child's natural environment. SST provider will endorse a Transdisciplinary team approach will focus on the whole child, will embraces a family-focused program, will promotes the inclusion/typical childhood environments, and will use Routine-Based Interventions. This position works under general supervision with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

**1. Assessment**

- Participates in ongoing assessment and other services to assigned children as necessary.
- Use assessment data to individualize instructional activities which are responsive to the needs of the child.
- Participates in Annual Comprehensive Assessment with children enrolled to determine continuing eligibility as necessary.

**2. Provides Specialized Skills Training**

- Participates in face-to-face meetings with assigned children and their parents for the purpose of promoting the acquisition of developmental skills.
- Recommend educational material and activities that will assist parents and staff to implement appropriate developmental techniques.
- Incorporate parent involvement in order to encourage follow-through.
- Integration of the developmental skills in all aspects of the children's daily routine.
- Consults with other professionals regarding meeting the needs of the children.
- Complete progress note at direct services visit and leave a copy with the parent.
- Provides a minimum of 85% of planned services.
- Provides first direct service for new enrolled children within 28 days of the date of enrollment.

**3. Individualized Family Service Plan (IFSP)**

- Participates in Periodic IFSP Reviews for enrolled children and their families.
- Participates in activities with parents for the purpose of promoting the acquisition of skills in a variety of developmental areas.
- Promotes and incorporate parent's involvement in order to encourage follow-through and integration of the developmental skills on all aspects of the child's daily routine.
- Recognize the effects of development impairments on infant's and toddler's abilities to interact with others and their environment.
- Know a variety of methods of relating to infants and toddlers, such as getting attention, modeling, expanding what the child is doing.

#### **4. Participates as member of the Interdisciplinary Team**

- Relates appropriately to children 0-3.
- Determine level of functioning in the areas of cognitive, physical, communication, social/emotional and adaptive development.
- Work with families from all ethnic backgrounds and socioeconomic groups.
- Completes written reports and all necessary paperwork in a daily basis. Turn in paperwork with 48 hrs of completion.
- Participates in on going assessment and meetings concerning assigned children.
- Staff cases with team members when necessarily.

#### **5. Non-child specific activities**

- Participate in self, team, and program evaluation activities, including activities to enhance performance in all areas.
- Participate in public awareness and public relations activities: must complete a minimum of two health fairs/conventions a year if necessary.
  - Be present for monthly ABC staff meeting.
  - Participate in ABC activities as requested.
  - Be accountable for documentation of time and activities on a weekly basis.
  - Submit time sheets, mileage or any other agency forms on time.
- Participate in ECI staff/team meetings to aid in communication and team building.
- Participate in regular supervision sessions with supervisors and or ECI director.
- Typical work week is M-F, 8 to 5. Must be able to work atypical hours on occasion.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Child Development, Communication Disorders, Elementary Education, Special Education or related Human Behavior Sciences field required. Master's in the above degrees is generally preferred.
- Must meet requirements for the Qualified Early Intervention Specialist Credential in accordance with established DARS guidelines within one year of hire.
- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities.

- Three years of prior experience in the field of child development prefer
- Demonstrated ability to follow instructions and work both independently and as a part of a team
- Demonstrate good communication and organizational skills
- Demonstrated ability to plan and conduct activities, maintain accurate records and meet deadlines
- Willing to commit at least two years at Any Baby Can Child and Family Resource Center ECI program
- Ability to work flexible hours
- Have prior history of good health and employment attendance
- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**ACKNOWLEDGMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Physical Therapist (PT)  
**REPORTS TO:** ECI Program Director  
**JOB CLASIFICATION:** Professional, Exempt

**GENERAL DESCRIPTION:** The Physical Therapist (PT) provides evaluation, consultation, and direct service in the area of gross motor to infant and toddlers and their families being served by the Early Childhood Program at Any Bay Can. This job requires providing therapy in the child's natural environment.

**General descriptors of program that this position must endorse:**

- Transdisciplinary team approach
- Focus on the whole child
- Family-focused program, including: information, guidance, and support of decisions.
- Promotion of inclusion/typical childhood environments.
- Routine-Based Interventions.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

**1. Participates as member of an interdisciplinary team.**

- Relate appropriately to children 0-3.
- Provides initial physical therapy evaluation.
- Determine level of functioning in the area of gross motor.
- Participates in on going assessment and meetings concerning assigned children.
- Facilitates the planning and development of IFSP for assigned children and their families.
- Consultation and case coordination with Service Coordinators'
- Completes written reports on a weekly basis.
- Refer children to medical services when necessary, including neurologist orthopedist and/or other specialist.
- Work with families from all ethnic backgrounds and socioeconomic groups.

**2. Provides Physical Therapy.**

- Participates in face-to-face meetings with assigned children and their parents for the purpose of promoting the acquisition of gross motor skills.
- Recommend educational material and activities that will assist parents and staff to implement appropriate physical therapy techniques.
- Incorporate parent involvement in order to encourage follow-through.
- Integration of the gross motor skill in all aspects of the children's daily routine.
- Turn in all paperwork on a weekly basis.
- Provide family with adaptive equipment as needed.
- Consults with other professionals regarding meeting the needs of the children.
- Complete progress note at therapy visit and leave a copy with the parent.

**3. Other Responsibilities.**

- Provide training for other professionals on physical therapy issues.
- Be competent in ECI philosophy and ECI policies and procedures.
- Document all services provided to the children according to requirements to respective funding sources, including Medicaid and third party insurance
- Knowledge of the physical and psychological development of young children.



**4. Non-child specific activities**

- Participate in self, team, and program evaluation activities, including activities to enhance performance in all areas.
- Participate in public awareness and public relations activities: must complete a minimum of two health fairs/conventions a year. Document activities and put them in Child Find Folder.
- Serve on at least one committee approved by director.
- Be present for monthly ABC staff meeting.
- Participate in ABC activities as requested.
- Be accountable for documentation of time and activities on a weekly basis.
- Submit time sheets, mileage or any other agency forms on time.
- Participate in weekly ECI staff/team meetings to aid in communication and team building.
- Participate in regular supervision sessions with supervisor/ECI director.
- Typical work week is M-F, 8 to 5. Must be able to work atypical hours on occasion.

**REQUIRED QUALIFICATIONS:**

- Graduate from an accredited college or university in Physical Therapy
- Texas State License in Physical Therapy
- Two or more years of experience in pediatric therapy
- Experience with home base programs and working with families.
- Demonstrated ability to follow instructions, work independently and collaborate as a team member.
- Good organizational and communication skills
- Demonstrated ability to plan and conduct activities, maintain accurate records and meet deadlines
- Willing to commit at least two working years at Any Baby Can Child and Family Resource Center.
- Ability to work flexible hours
- Experience with other culture
- Healthy, mature and good employment record
- Must have good driving record, valid Texas Driver's license, and current auto insurance
- Personal Resume
- Reference from last three places of employment

**DESIRED QUALIFICATIONS**

- Crisis intervention skills
- Background in social and behavioral science
- Knowledge of health, nutrition and accident prevention

**ACKNOWLEDGMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Bilingual Speech Language Pathologist  
**REPORTS TO:** Early Childhood Intervention (ECI) Supervisor/ECI Program Director

**JOB CLASSIFICATION:** Professional, Exempt, Full-Time

**GENERAL DESCRIPTION:** The Bilingual Speech Language Pathologist provides evaluation, consultation, and direct service, in the areas of speech and language, to infants and toddlers, along with their families. This position also participates as a member of a trans-disciplinary team in providing comprehensive services to clients in their natural environment.

**ESSENTIAL FUNCTIONS:**

**Speech and Language Therapy**

- Provide initial evaluation of clients' speech and language, including oral-motor and feeding, as needed, and determine level of functioning.
- Complete assessment and develop an Individual Family Service Plan (IFSP) for each client, in collaboration with the client's family, within 45 days of initial visit.
- Meet the ECI mandated requirements of delivering at least 75% of planned services in a timely manner, defined as 28 days from IFSP date.
- Participate in meetings with clients and families to promote the acquisition of speech and language skills, and incorporate family's involvement in order to integrate these skills in all aspects of the clients' routines.
- Recommend educational material and activities to assist parents in implementing appropriate speech and language therapy techniques.
- Meet ECI program's transition timelines, including creating a transition plan, planning and conducting a face-to-face meeting, and preparing referrals for continuation of services.

**Collaboration and Paperwork**

- Collaborate with other professionals and community resources to enhance provision of speech and language services and maintain up-to-date with current research and statistics in the field of speech and language therapy.
- Provide clients and their families with adaptive equipment and refer clients to other medical services such as audiologists, ENT physicians, neurologists, as necessary.
- Train and partner with other members of the ECI team, in order to provide suggestions for developing speech and language therapy for other clients.
- Document all services provided to clients, according to ECI program requirements, including Medicaid and third party insurance eligibility and coverage.
- Complete written reports and progress notes within program guidelines.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Speech and Language Pathology, plus a minimum of 2 years professional experience, required.
- License (Texas) in Speech Pathology and a Certificate of Clinical Competence (CCC-SP) from the American Speech, Language and Hearing Association (ASHA), required.
- Fluent language skills, English and Spanish, both written and verbal modalities, required.
- Experience working with children and families of different cultures and socio-economic levels, having multiple needs, and ability to establish rapport quickly with clients.
- Firm knowledge of the physical and psychological development of children.
- Demonstrated ability to work independently, as well as actively participate as a collaborative team member.
- Proficiency with MS Office, including Outlook, along with a familiarity of client databases.
- Proven ability to maintain detailed and accurate program records, meet deadlines, work well under pressure, and handle crisis situations.

- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**ACKNOWLEDGMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

---

Employee's Signature

---

Date

---

Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Bilingual Early Intervention Specialist/Evaluator  
**REPORTS TO:** ECI Supervisors/Mentor/Program Officer  
**JOB CLASSIFICATION:** Professional, Exempt, Full-Time

**GENERAL DESCRIPTION:** The Early Intervention Specialist/Evaluator is responsible for completing pre- enrollment, initial comprehensive assessment using the BDI-2 to determine eligibility and complete the initial IFSP. This position is responsible for assessing the child's unique strengths and functional abilities related to each developmental domain. This position is responsible for ongoing assessments and works with families on their understanding of Individuals with Disabilities Education Act (IDEA). This position works under general supervision with moderate latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

**Pre- enrollment**

- Initial contact with families to assess families needs and concern.
- Coordinate appropriate team according to child's specific needs.
- Assess the child's unique strengths and functional abilities related to each developmental domain.
- Consider informed clinical opinion and parents report.
- Assess needs for Assistive Technology, vision, hearing and nutrition needs.
- Assist families in understanding and exercising their legal rights.
- Gather information from other members of the child's interdisciplinary team, agency and local community resources, and the larger community.

**Assessment**

- Complete initial Comprehensive assessment using the Battelle Developmental Inventory-2.
- Document input from the parents about:  
Child's functional skills, strengths, and behaviors;  
Child's functional ability to participate in everyday routines and activities; and  
people, places, and things that interest and motivate the child to participate in everyday routines and activities.
- Gather information from the family about their concerns and needs as well as daily routines, tasks, and responsibilities.

**Individualized Family Service Plan (IFSP)**

- Complete the initial Individualized Family Service Plan in collaboration with the Interdisciplinary Team.
- With the input from the interdisciplinary team recommend appropriate service including frequency and intensity.
- Promote and incorporate parent's involvement in order to encourage follow-through and integration of the developmental skills on all aspects of the child's daily routine.

**Collaboration and Paperwork**

- Participate in self, team, and program evaluation activities, including regular supervision sessions and periodically review cases with supervisor or program officer
- Complete written reports and all necessary paperwork on a daily basis and submit paperwork within 48 hrs of completion

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Child Development, Communication Disorders, Elementary Education, Special Education or related Human Behavior Sciences field required. Master's in the above degrees is generally preferred.
- Must meet requirements for the Qualified Early Intervention Specialist Credential in accordance with established DARS guidelines within one year of hire.
- Knowledge and skills related to achieving successful outcomes for children and families challenged by developmental risk and/or disabilities.
- Three years of prior experience in the field of child development, strongly preferred.
- Fluent language skills in English and Spanish, both verbal and written modalities required.
- Experience working with low-income and culturally diverse families having multiple needs and limited resources, along with home visitation experience, strongly preferred.
- Flexible, able to work well under pressure, and ability to work independently, as well as an active and collaborative team member.
- Familiarity working with children and families in medical settings, and ability to handle crisis situations.
- Demonstrated communication and organizational skills, along with the ability to plan and conduct activities, maintain accurate records, and meet deadlines.
- Proficiency with MS Office, including Word, Excel, and Outlook, along with a familiarity of database applications.
- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**ACKNOWLEDGMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

---

Employee's Signature

---

Date

---

Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Early Childhood Intervention Program Officer  
**REPORTS TO:** Executive Director

**JOB CLASSIFICATION:** Professional, Exempt, Full Time

**GENERAL DESCRIPTION:** Plan, coordinate and administer all activities related to the Early Childhood Intervention program including child find activities, referrals, intakes, assessments, Individualized Family Service Plan and service delivery. Supervise and evaluate 16 direct service staff, 5 contractual staff and 1 supported staff. Participate as member of the Leadership Team to make decisions about agency budget, personnel policies, strategic planning and overall agency operation.

**ESSENTIAL FUNCTIONS:**

Coordination of Parent Child Program ECI-Services:

- Leads, designs, implements, evaluates, and improves program activities
- Maintains and updates ECI forms according to changes from ECI State office
- Prepare funding application for ECI, United Way, and City of Austin
- Work with Finance department to review and finalize total program budget
- Work with Human Resource Administrator to ensure ECI staff is in compliance with agency and funding source requirements
- Work with MIS staff to develop and complete program reports
- Help and supervise the Child Find Coordinator and ECI staff in outreach activities in the community
- Coordinate ECI services with other health and human service agencies, and attend specific inter-agency meetings, as well as other meetings necessary and relevant for the program development
- Evaluate program performance on weekly, monthly, quarterly or annually basis according to the founding source
- Report program performance to program consultant at the Program and Service department at the State Office

Program Supervision and other duties

- Supervise the recruitment and referral process of program children and their families
- Supervise all ECI staff including direct service, contractual and support staff
- Conduct weekly child/family case reviews with each staff
- Observation of home visits and all different activities with each staff and provide them with technical guidance and reinforcement
- Conduct folder review at least every quarter, (10%)
- Quarterly telephone interview with parents participating in the program
- Review all billable Targeted Case Management notes to confirm billable status
- Review all submitted invoices and reports from contractual staff before sending paperwork to finance or Medicaid billing department
- Assess staff performance and needs
- Monitor staff caseload at all times to assure quality in service delivered

- Supervise the Follow Along Service. (Referral, mail out and questionnaires received.)
- Monitor the progress of the Competency Demonstration System with Mentor and Entry Level Early Intervention Specialists according to ECI guideline
- Oversee the Family Cost Share System to guarantee appropriate billing to private insurance and families
- Monitor the Texas Kids Intervention Data System to assure accuracy in all ECI reports
- Develop and update program forms, brochures and material to reflect program changes
- Coordinate with University of Texas at Austin rotation of interns in the ECI program

**Training:**

- Help the training coordinator coordinate and provide pre-service training for all new staff, contractual staff and others related to the ECI program
- Coordinate training with other ECI programs in Travis County and Central Texas

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university in a field related to early childhood, public health, public administration, special education or related field
- Graduate degree may be substituted for experience
- Mature well-balanced personality with an excellent organizational ability
- Demonstrate ability to lead, train, motivate, supervise and evaluate staff
- Knowledge of early childhood intervention
- Knowledge of federal and state legislation, IDEA, ADA
- Proven ability to manage personnel and detailed program records
- Ability to plan, assign and supervise the work of others
- Ability to establish and maintain effective working relationships with co-workers
- Cross-cultural and bilingual preferred

**ACKNOWLEDGMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** ECI Director of Quality Assurance

**REPORTS TO:** Chief ECI Program Officer

**JOB CLASSIFICATION:** Exempt

**GENERAL DESCRIPTION:** The ECI Director of Quality Assurance is responsible for overseeing the day to day operation of the program by providing support, guidance and leadership to staff, by staying current on all Federal and State rules and regulations and by supervising program data bases. This position collaborates with the Chief ECI Program Officer and the Director of Services in the completion of the annual ECI proposal and program budget. In addition, the QA Director represents the program in the community as needed.

**ESSENTIAL FUNCTIONS:**

- Oversees the day to day operation of the ECI program including, receiving and reviewing all TCM/CM notes and insuring every enrolled child has monthly case management contact.
- Responsible for all training of new and existing staff on Medicaid billing, Make it Work, DARS/ECI assessment tools and any State/Federal rules and changes.
- Oversees the management of the ABC data base and the Texas Kids Intervention Data System including, generating and reviewing reports on a weekly and monthly basis and supervising the data entry coordinator.
- Coordinates with the Director of Measurement and Evaluation to update the data base system as program requirements change.
- Responsible for quarterly field supervision visits of ECI staff and for completing the Individualized Professional Development Plan on an annual basis as required by DARS/ECI.
- In collaboration with the ECI Director of Services and the Chief ECI Program Officer, completes annual performance evaluations on all ECI staff.
- Reviews all BSS paperwork to ensure accuracy and completion before forwarding to ABC BSS coordinator.

**MINIMUM QUALIFICATIONS:**

- Degree in social work, child development or any related field in health or education; Master's degree preferred.
- Five plus years of experience in the child development field preferred.
- Bilingual skills in English/Spanish, both verbal and written modalities, required.
- Solid computer proficiency with MS Office products and database applications.
- Demonstrated written and oral communication skills, proven ability to maintain accurate records and strong organizational skills.
- Understanding of ECI, IDEA and part B and C of the Federal Regulations.
- Demonstrate the ability to work in different assignments and job duties simultaneously.
- Demonstrate the capacity to supervise, lead, mentor and motivate staff on consistent basis.
- Flexible, able to work well under pressure, and meet deadlines.
- Demonstrate success in obtaining the desired outcomes required in the program by all the program funding sources (DARS, City of Austin, Travis County, and Medicaid).
- Must have good driving record, valid Texas Driver's license, and current auto insurance.



**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** ECI Director of Services  
**REPORTS TO:** Chief ECI Program Officer

**JOB CLASSIFICATION:** Professional, Exempt, Full Time

**GENERAL DESCRIPTION:** The ECI Director of Services is responsible for overseeing the day to day service delivery of the ECI program by providing support, guidance and leadership to staff and by ensuring the staff is providing services according to the Individualized Family Service Plan and following Federal and State regulations. This position collaborates with the Chief ECI Program Officer and the Director of Quality Assurance in the completion of the annual ECI proposal and program budget. In addition, the QA Director represents the program in the community as needed.

**ESSENTIAL FUNCTIONS:**

- Oversees the day to day service delivery of the program by assigning referrals to staff and monitoring their caseloads to ensure appropriateness and correct designated program area.
- Implements systems to ensure the program is meeting State Metrics to generate revenue needed to meet program budget.
- Reconciles services provided with services billed on a monthly basis with Director of Finance.
- In collaboration with the ECI Director of Quality Assurance and the Chief ECI Program officer, completes annual performance evaluations on all ECI staff.
- Completes quarterly field supervision of the staff as mandated by DARS/ECI and meets with staff regularly to monitor DARS/ECI indicators are being met timely.
- Uses TKIDS and Access databases to generate reports in order to monitor productivity, service provision and program operation on a weekly and monthly basis and shares reports with Chief ECI Program Officer.

**MINIMUM QUALIFICATIONS:**

- Degree in social work, child development or any related field in health or education; Master's degree preferred.
- Five plus years of experience in the child development field preferred.
- Bilingual skills in English/Spanish, both verbal and written modalities, required.
- Solid computer proficiency with MS Office products and database applications.
- Demonstrated written and oral communication skills and proven ability to maintain accurate records and strong organizational skills.
- Understanding of ECI, IDEA and part B and C of the Federal Regulations.
- Demonstrate the ability to work in different assignments and job duties simultaneously
- Demonstrate the capacity to supervise, lead, mentor and motivate staff in consistent basis.
- Flexible, able to work well under pressure, and meet deadlines.
- Demonstrate success in obtaining the desired outcomes required in the program by all the program funding sources (DARS, City of Austin, Travis County, and Medicaid).
- Must have good driving record, valid Texas Driver's license, and current auto insurance.

**ANY BABY CAN CHILD AND FAMILY RESOURCE CENTER  
JOB DESCRIPTION**

**POSITION TITLE:** Executive Director

**REPORTS TO:** Board of Directors

**JOB CLASSIFICATION:** Executive, Exempt, Full-Time

**GENERAL DESCRIPTION:** The Executive Director is responsible for managing and providing strategic direction for Any Baby Can operations including; administration and evaluation of all agency programs and activities, development, public relations, fundraising, quality assurance, personnel, and fiscal management.

**ESSENTIAL FUNCTIONS:**

- Under the direction of the Board of Directors is responsible for the execution of the agency's strategic plan, goals and objectives.
- Serves as the liaison between the Board of Directors, staff, and the community including the medical, social service, and educational communities.
- Responsible for developing a professional leadership team that focuses on the needs of the clients and provides consistent direction and leadership in accordance with established personnel policies.
- Responsible for overall fiscal accountability by adhering to the annual budget.
- Ensures that sound policies, procedures and risk management plans are in place to keep the agency and its clients out of harm's way.
- Responsible for remaining current with legislative issues and medical advances that affect clients and implementing appropriate proactive and responsive changes at the agency.
- Plans, implements and evaluates area programs, along with identifying service gaps and addressing unmet needs of the community through public advocacy and initiation of community programs to improve services or increase resources.
- Provide leadership and support in implementing annual fund raising and development plan.
- This list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A demonstrated strategic leader who can both oversee daily operations and promote a compelling vision of the future.
- At least 7 years of experience leading a complex organization preferably in the nonprofit sector or relevant experience as determined by the Board of Directors.
- Bachelor's degree required, Master's degree preferred.

**ANY BABY CAN OF AUSTIN, INC.**  
**JOB DESCRIPTION**

**POSITION TITLE:** Collaboration Project Manager

**REPORTS TO:** Chief Program Officer

**JOB CLASSIFICATION:** Professional, Full-Time, Non-Exempt

**GENERAL DESCRIPTION:** This position is responsible handling the day to day operations of the *Ready Families* Collaboration including implementation, oversight, coordination between agencies, and for the evaluation of agency programs. The position serves as part of the leadership team and works cooperatively to ensure the accomplishment of the agency strategic goals. This is a full time position.

**ESSENTIAL FUNCTIONS:**

**Program Management, Program Implementation and Oversight**

- Manage administration of contract and compliance
- Responsible for coordination between *Ready Families* Collaboration partner agencies
- Organize agency Executive Director and Program Director meetings and ensure meeting agendas and notes are fully accessible to all members
- Monitor program performance measures
- Maintain monthly, quarterly and year end statistics and distribute to agency partners
- Complete monthly, quarterly, and year end contract reports in coordination with partner agencies
- Create/modify and monitor policies and procedures to ensure consistent implementation among collaborative
- Assist with monitoring of financial and program files for contract compliance and auditing
- Train partners and monitor their performance and contract compliance
- Seek collaborative professional development opportunities and design a plan
- Develop organizational systems to guide efficiency and monitoring

**Evaluation of Agency Programs**

- Oversee evaluation process to improve agency program tracking and reporting
- Oversee creation/modification of program outputs and outcomes
- Create systems to better track and analyze agency program data
- Review and make recommendations to better serve program implementation and data collection
- Coordinate training on new data collection policies and procedures
- Collaborate with partner agencies to create a plan for efficient uniform data collection and effective reporting.
- Other duties as assigned by Executive Director and/or Officers.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in social work, psychology, sociology, public administration or other human services related field, plus a minimum of 5 years management experience, required; Master's degree preferred; years of experience may be considered in lieu of a degree.
- Non-profit experience and understanding of social service programs strongly preferred.
- Ability to meet deadlines, demonstrate leadership skills, exhibit critical thinking skills, communicate clearly and anticipate problems, strong organization skills and project management experience.
- Ability to exercise good judgment, manage time and resources efficiently by prioritizing, and handle and preserve confidential, sensitive information.
- Demonstrates upmost level of integrity in all instances, and shows respect towards others and towards company principles; Sets high standards and measures of excellence to ensure quality assurance in every aspect of work performed
- Demonstrates ability to make independent and sound decisions in all situations

- Shares key information with others involved in a project or effort, works in harmony to accomplish objectives, responds with enthusiasm to directives, and shows support for departmental and organizational decisions.
- Writes and speaks effectively based on the psychological, relational, situation, environmental and cultural dynamics within the situation.
- Demonstrates effectiveness and flexibility with changing environments, responsibilities, tasks, and people.
- Identifies and resolves issues timely by gathering and analyzing information skillfully.
- Experience working with databases, data quality, data analysis and various software programs: word processing, spread sheets, etc.
- Follows detailed procedures to ensure accuracy in the entry and reporting of data.

**ACKNOWLEDGEMENT:**

I have received, reviewed and fully understand the job description. If I do have any questions or need clarification regarding any items covered in the job description, I should discuss them with my immediate supervisor or Human Resources.

---

Employee's Signature

---

Date

---

Employee's Name (please print)

Distribution: One copy to Employee and original copy to Human Resources.

**ANY BABY CAN OF AUSTIN, INC.**  
**JOB DESCRIPTION**

**POSITION TITLE:** Contract Billing Specialist

**REPORTS TO:** Chief Financial Officer

**JOB CLASSIFICATION:** Professional, Full-Time, Non-Exempt

**GENERAL DESCRIPTION:** The Contract Billing Specialist handles the day to day operations for the *Ready Families* Collaboration. Under the supervision of the Chief Financial Officer, the Contract Billing Specialist will be directly responsible for all accounting functions consistent with GAAP, OMB Circulars A-122 and A-110, and any other related fund accounting related rules and regulations. This position focuses on budget preparation and management, as related to the City of Austin grant/contract proposal and compliance.

**ESSENTIAL FUNCTIONS:**

- Responsible for budget preparations, revisions, forecasting, and adjustments as needed for grant and contract compliance.
- Determine allowable expenses according to grant and contract guidelines and regulations, and monitor spending to ensure funds are fully expended, accurately and appropriately.
- Prepare monthly financial reports, including quarterly reports required by funding sources, including federal, state, and local governmental entities and foundations.
- Ensure accurate and timely revenue billing entries and reports, as required by the various funding sources.
- Monitor day to day cash management and perform monthly cash flow projections.
- Perform reconciliation of various general ledger accounts, bank statements, and other funding source and grant accounts.
- Complete budget preparations for grant and contract proposals, as directed by the CFO, and provide assistance to the CFO, in preparing and managing the collaborative budget.
- Review vendor contracts and make recommendations for cost-saving measures by following agency's protocol and process for procuring services.
- Maintain readiness and preparation for year-end audit coordination, along with various other monitoring and site visits.
- Work closely with other members of Finance team to streamline efficiency for monitoring multiple funding sources and related expenses.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Accounting or related field, plus a minimum of 5 years relevant experience, required; years of experience may be considered in lieu of a degree. Experience with non-profit organizations, strongly preferred.
- Proficiency with MS Office, including Word, Excel, and Outlook, plus solid experience with accounting software, required; MIP software experience, preferred.
- Knowledge of GAAP and OMB Circulars' rules, along with familiarity of grant and contract compliance requirements.
- Expertise in developing and maintaining various spreadsheets, along with other reporting mechanisms, to conduct analysis and provide reports.
- Ability to exercise good judgment, meet deadlines, manage time and resources, and handle and preserve confidential, sensitive information.
- Capable of working both independently and as a member of a collaborative team, as well as communicating with individuals at all levels of the agency.
- Proven communication skills and ability to multi-task, with an emphasis in prioritizing responsibilities.
- Demonstrated pro-active, problem solving skills and ability to work well under pressure.

Revised 4/2014

## Section 0645

### Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title: Austin Children's Shelter	Program Staff FTE's
Parent Child Specialist	6
Program Director	1
TOTAL FTEs =	7

***NOTE: Only 2 parent child specialists will be funded by City of Austin. The number here is the total number of staff that work on the program. Additional administrative staff are reflected in the budget but not included here (or billed to City of Austin).***

**KELLY WHITE**  
Kellywhite11@gmail.com

#11 Sundown Parkway  
(512) 328-0568 (home)

Austin, TX 78746  
(512) 289-1005 (mobile)

### **Major Accomplishments**

- Successfully managed the “turn-around” of five different organizations when hired immediately following the dismissal or negotiated resignation of the prior executive director. Recognized and responded to dynamic changes in the communities and related systems to reposition each agency as a sustainable and efficient operation, while increasing revenues and establishing best practices, including leading the effort to create programs and systems in domestic violence and sexual assault programming that set the standard and are recognized nationally and internationally as best practice.
- Led the Austin Children’s Shelter as it more than doubled the size of its staff from 50 to 115, added numerous programs, increased operating revenues by 100 percent, and guided the programmatic move to a community continuum of care designed for the prevention and intervention of child abuse and neglect.
- Recipient of numerous regional and national awards in management excellence including the Austin Community Foundation Beverly Sheffield Award for Excellence as an Executive Director, the Rose Foundation Award in Boston, MA for domestic violence achievement, inaugural recipient of the United/Way Capital Area Agency Executive of the Year Award and the Leadership Austin Essential Alumni Award.
- SafePlace Shelter named the Kelly White Shelter in recognition of my “Decade of Dedication”.
- Led the merger of the Austin Rape Crisis Center and the Center for Battered Women to create SafePlace.
- Successfully led the effort to form a Community Housing Development Organization (CHODO) and to acquire Low Income Housing Tax Credit financing to build a 184-unit affordable housing apartment community adjacent to the SafePlace campus. The completed project was awarded the “2004 Community Impact Award” by the Real Estate Council of Austin
- Led the merger of the Developmental Center and the Community Day Care program to create the Developmental Preschool and Day Care in Laramie, Wyoming.
- Led the fundraising campaigns to build and operate the 13-acre SafePlace campus that includes a 105-bed shelter, on-site school and child development center, 24,000 square foot community resource center and a 40-unit supportive housing apartment community.
- Author of *A Safe Place for Women* published by Hunter House in San Francisco in March 2011;
- Frequent regional and national media guest including NPR, Good Morning America and others.
- Led the campaign and building project to secure a permanent shelter facility for Denver Safehouse.
- Served on numerous Boards including the Austin Community Foundation, National Council on Family Violence, United Way/Capital Area, SafePlace Foundation and many others.
- Worked with volunteers to secure Gloria Steinem as a speaker for the Chicago Foundation for Women 1,800 person Annual Luncheon when the confirmed speaker cancelled at 3 pm the afternoon before.

### **Professional Experience**

#### **Chief Executive Officer – Austin Children’s Shelter, Austin, TX**

**July 2010 – Present**

Recruited to manage the agency as it transitioned from a 50 to a 115-person staff, 30 to 70-beds and from a \$2 million to \$5.5 million agency over a 12-month period.

#### **Executive Director – Chicago Foundation for Women, Chicago, IL**

**Dec. 2008 – July 2010**

Managed the Foundation, which operates as a stand-alone community foundation with funds directed toward supporting activities and programs benefitting women and girls, through a time of significant changes in staffing and operational practices as it reassessed its mission, strategic direction, policies and procedures, and grantmaking processes.

#### **Consultant**

**Jan. 2005 – Sep. 2008**

Working with various non-profit and for-profit entities in board and fund development, capital acquisition strategies, strategic planning and organizational management. Clients included Family Eldercare (a non-profit serving the elderly and disabled), One Earth Bank,

**Executive Director - SafePlace, Austin, TX****July 1993 – Dec. 2003**

Responsible for the overall operations of the nationally recognized non-profit domestic violence and sexual assault programs serving Austin and Travis County, Texas; including the National Model Program "*Expect Respect*", a violence prevention program targeting elementary, middle and high school students and *ASAP Disabilities Services*, a violence intervention and prevention program for people with disabilities. Led a multi-cultural staff and developed programs to serve the Asian community, the deaf and hearing-impaired community and the Muslim community. Led the Center for Battered Women through the merger with the Austin Rape Crisis Center to create SafePlace and led SafePlace as it grew from an agency with 44 employees and a \$1.4 million annual operating budget, to one with 155 employees and an annual operating budget of \$8.5 million.

**Division Director****May 1992 – July 1993****United Way of Metropolitan Tarrant County, Fort Worth, TX**

Responsible for campaign divisions totaling \$2.5 million as the director of the Combined Federal Campaign for Tarrant and Denton Counties and division director for banking and finance. Worked extensively with corporate and federal executives and coordinated all campaign training activities for 1,000 plus United Way Campaign volunteers.

**Executive Director****April 1990 – Feb. 1992****Citizens Crime Commission of Tarrant County, Fort Worth, TX**

Responsible for the total reorganization of the Crime Commission into a non-profit corporation with a countywide perspective involving 33 different municipalities. Included fund and board development, strategic planning, grants and program formulation, and extensive involvement with various community organizations, governmental entities and professionals in the criminal justice field. Organized the Tarrant County Gang Task Force, which successfully brought millions of dollars in "*Weed and Seed*" federal funding into Tarrant County.

**Planning Consultant****June 1989– April 1990****United Way of Metropolitan Tarrant County, Fort Worth, TX**

Responsible for the development of the *Northeast Human Services Project* council which brought 11 different municipalities in Northeast Tarrant County together with a unified approach toward human service and capacity building in Northeast Tarrant County.

**Executive Director, Denver Safehouse, Denver, CO****April 1984– May 1988**

Responsible for the overall operation of the non-profit domestic violence program serving the City and County of Denver. Included management of professional and support staff of 18 and management of a \$500,000 annual budget. Raised \$1.5 million over a four year period, more than tripling agency revenues and acquired and renovated a new shelter facility, significantly increasing residential capacity. Also expanded service capacity to include a 24-hour crisis line, legal assistance and community education programs. Program statistics were increased by an average 400% in a four-year period.

**Executive Director****Aug. 1980– April 1984****Developmental Preschool and Day Care, Laramie, WY**

Responsible for the overall operation of the regional non-profit program providing day care, special education, physical, occupational and speech therapy for developmentally disabled infants and preschoolers in Albany County, WY. Managed the merger of two local agencies into one, including reallocation of staff, negotiation with the two boards, equalization of salaries and benefits, and the public relations campaign announcing the merged agencies.

**Occupational Therapist****Aug. 1979- July 1980****University of Wyoming: Wyoming Infant Stimulation Project, Laramie, WY**

Worked in Wyoming and across the United States providing training and technical assistance for infant stimulation programs.



## **Education**

B.S. University of Kansas; major in Occupational Therapy; 1975.

## **Personal**

Married to Bill McLellan; three grown children; interests include gardening, reading, writing, mosaic, fused glass and traveling.

## **References**

### **Greg Kozmetsky**

Chair of the RGK Foundation

Email: [gakoz@kmsventures.com](mailto:gakoz@kmsventures.com)

### **MariBen Ramsey**

Chief Legal Counsel and Deputy Director of the Austin Community Foundation

Email: [mbramsey@austincf.org](mailto:mbramsey@austincf.org)

### **Ted Keyser**

Executive Director of Helping Hand Home for Children

Email: [tkeyser@helpinghandhome.org](mailto:tkeyser@helpinghandhome.org)

# **RESUMÉ**

## **ERNESTINE (Kitt) KREJCI, M.B.A., C.P.A.<sup>o</sup>**

6205 Salcon Cliff Dr.  
Austin, TX 78749

Telephone: (512) 917-9933  
E-mail: kittkrejci@yahoo.com

### **EDUCATION & PROFESSIONAL CERTIFICATION**

**Wayland University**  
**Campbellsville University**  
**Certified Public Accountant**

**M.B.A.**  
**B.S., Magna Cum Laude**  
**Candidate-Certification complete except service**

### **SKILLS AND ACCOMPLISHMENTS**

#### **Financial Management –**

- Financial reporting – significant experience in the analysis of all generally accepted financial statements, design and generation of internal reports for analysis and review of operations, utilizing various financial software
- Budget development – accomplished in the development, implementation and monitoring of complex budgets, appropriate and timely communication with responsible units to evaluate and enable accomplishment of goals
- Procurement – experienced in procurement of goods and services for all aspects of university services through the use of contracts, RFP documents, bid solicitation, and purchasing agreements
- Inventory – experienced with inventory tracking methods, fixed asset acquisition and disposal procedures and data management
- Travel Management – familiar with the procedures for successful management of university travel
- Cash flow management – adept in managing short and intermediate term investment of cash reserves and procurement of cash via line of credit
- Financial policy and procedure – practiced in the development of prudent financial policy and ensuring compliance with established procedure, policy, laws and regulations

#### **Accounting –**

- Accounting functions – significant experience in all aspects of general ledger functions: chart of account design; A/R, A/P, payroll, account analysis and reconciliation; month-end and year-end closing processes; coordination of external and internal audit processes; accounting system conversion projects
- Generally accepted accounting principles – in depth knowledge of GASB and FASB, not-for-profit accounting and auditing standards
- Accounting processes – the ability to critique and modify processes to improve efficiency of operation, accuracy of information, and applicability to organizational goals
- CPA certification – all elements for certification are complete with the exception of one year employment under the direct supervision of a CPA. This has not been feasible in administrative roles. Accounting knowledge and experience are well documented

# RESUMÉ

## **Administrative Qualifications –**

- Served in progressively senior executive-level roles in non-profit agencies and institutions of higher education including: chief financial officer, vice president of administration and finance, director of accounting, director of budget and treasurer
- Understand the complex structures, services, constituencies, and funding sources of non-profit and higher education organizations
- Experience as a senior officer of a large non-profit agency and as a senior administrator of a university with eleven campuses located in five states

## **Teaching Qualifications –**

- Taught the following courses while a member of the Wayland University adjunct faculty:  
Principles of Accounting I  
Principles of Accounting II  
Public Sector Accounting  
Managerial Accounting  
Financial Management

## **General Management –**

- Motivated for excellence
- Proven problem solving skills
- Effective leadership and team building skills
- Exceptional oral and written communication skills
- Experienced manager of a variety of staff and organizational structures
- Excellent computer skills and ability to manage the implications of software and hardware modifications and application of technological advances

## **Interpersonal skills and attributes –**

- High standard of integrity
- Professional demeanor and appearance
- Proficient and comfortable making presentations
- Cooperative and flexible attitude
- Positive first impression
- Innovative and energetic
- Excellent health

# RESUMÉ

## PROFESSIONAL EXPERIENCE

### **LIFT ALLIANCE** – 1515A Grove Blvd, Austin, Texas 78741

**January 2013 – Current**

**Chief Financial Officer**

**June 2001 – Current**

**Chief Financial Officer - SAFEPLACE  
-member agency of Alliance**

Direct Supervisor – Chief Executive Officer

Direct Responsibilities included preparation and supervision of operating and special/capital projects budgets; presentations to the Board Finance Committee, administration, and staff; cash and debt management; financial and administrative policy and procedure; financial reporting; external audit coordination; and management and supervision of the following areas:

Accounting

Grants Billing

Accounts Payable

Inventory Tracking

Accounts Receivable

Payroll

### **UNIVERSITY OF TEXAS SYSTEM** – Austin, Texas

**March 2002 – September 2003**

**Assistant Director of Business and Administrative Services**

### **WAYLAND UNIVERSITY** - 1900 West 7th Street, Plainview, Texas 79072

**September 1992 – October 2000**

**June 1995 - October 2000**

**Vice President for Finance and Administrative Services**

**September 1992 - May 1995**

**Chief Financial Officer**

Direct Supervisor - President/Chancellor

Direct Responsibilities included preparation and supervision of operating and special/capital projects budgets; evaluation, approval and implementation of resource allocation; planning and evaluating service goals and methods of delivery; liaison with external entities such as vendors, foundations, agencies and service providers; presentations to the Board of Trustees, administration, faculty and staff; investments management; debt management; financial and administrative policy and procedure; financial reporting; marketing of services; management and supervision of the following areas:

Bookstore

Food Services

Property Management

Buildings and Grounds

Housing- Students and

Public/Student Safety

Business and Accounting

Faculty

Purchasing

Communications Services

Human Resources

Risk Management

Computer Services

Payroll

Student Financial Aid

Copy Services

Postal Services

Vehicle Fleet

**Fall 1995 – Summer 1999**

**Member of Adjunct Faculty**

Taught the following courses: Principles of Accounting I, Principles of Accounting II, Public Sector Accounting, Managerial Accounting, and Financial Management

### **CAMPBELLSVILLE UNIVERSITY** - 1 University Drive, Campbellsville, KY 42718

**May 1981 - September 1992**

Direct supervisor - Executive Vice President

**June 1989 - September 1992**

**Business Manager & Treasurer**

**June 1982 - June 1989**

**Controller/Director of Accounting and Financial Services**

Responsibilities included - financial presentations to the Board of Trustees, preparation and maintenance of the operating budget, risk management, investments management, cash flow management, debt financing, financial policy procedure, financial reporting, and supervision of: Accounting Services, Bookstore, Communications, Computer Services, Concessions, Business Services, Human Resources, Postal Services, Printing Services, Purchasing, Student Financial Aid, Vehicle Fleet

# RÉSUMÉ

## REFERENCES

Dan Shaner  
Atchley & Associates, LLC  
512-346-2086

Laura Wolf  
CASA of Travis County  
512-428-4480

Karl Nichols  
African American Youth Harvest Foundation  
512-428-4480

# Lori Seeds-Martin, LMSW

512-771-9766 Cell

11500 Cherisse Drive Austin, Texas 78739

loriseeds@gmail.com

## EDUCATION

University of Texas at Arlington

Master of Science in Social Work (GPA: 3.83) August 2007  
Direct Practice with Children and Family

Bachelor of Social Work (Major GPA: 3.85) August 2001  
Concentration: Generalist Social Work

## LICENSES/CERTIFICATIONS

- Licensed Master Social Worker June 2008
- Licensed Bachelor Social Worker August 2002
- Family Forward – Parent Facilitation Training (16 hours) July 2002
- Positive Discipline Trainer Certification June 2012

## PROFESSIONAL EXPERIENCE

Austin Children's Shelter / Strong Start, Program Director	February 2014 - Present
Austin Independent School District	March 2008 – Present
Social Work Intern Field Supervisor	January 2009 - Present
Lifeworks – Kids Exchange – Contract Work	Nov. 2007 – October 2008
Tarrant County Family Court – Internship	January 2006 – April 2007
Communities in Schools – School Social Work	October 2001 – October 2002
Therapeutic Family Life – Foster Care Agency	August 2001 – October 2001
S.A.V.E (Student and Volunteer Efforts) – Internship	January 2001 – August 2001
Arlington Police Department	
Victims Assistance – Volunteer	Sept. 2000 – December 2000
The Women's Shelter- Evening Program Coordinator	Oct. 1999 – September 2001
Child Protective Service Sexual Abuse Unit – Volunteer	Feb. 1998 – November 1998
Clinical Pediatrics	Dec. 1997 – September 1999

## PROFESSIONAL QUALIFICATIONS

### Client Interaction:

- Worked directly with children and families in crisis due to economic hardship or homelessness
- Identified homeless unaccompanied youth within AISD and provided on-going social and academic support by linking the student to appropriate resources within the district and community
- Assessed students in crisis and linked them as needed to local service providers
- Completed in-depth interviews and gathered comprehensive collateral information for clients assigned by the Court
- Directed parenting education in both a group and individual setting
- Provided supervision between parents and children as ordered by the court

**Client Interaction continued:**

- Advocated for clients within their respective communities for services such as financial assistance, housing, substance abuse treatment, mental health evaluations and other needed resources
- Promoted conflict resolution within family systems
- Conducted home visits with clients and families
- Planned behavioral interventions/modifications with children and families
- Designed specific self-esteem and empowerment activities for children's groups at S.A.V.E (Student and Volunteer Efforts), as well as the children living at the Women's Shelter
- Facilitated Juvenile Sexual Abuse group through Child Protective Services
- Developed and led women's relaxation group for women effected by domestic violence

**Training/Teaching:**

- Field Instructor for University of Texas -Masters Level Social Work interns
- Conducted training of McKinney-Vento Law and Austin ISD systems to various shelters and community agencies
- Organized and presented staff development trainings
- Implemented new protocols for AISD campuses working directly with shelter students
- Developed and facilitated volunteer training programs teaching volunteers how to work with children in crisis
- Wrote reports for attorneys and judges identifying the findings of pending child custody investigations
- Taught self-esteem, anger management, and responsibility for actions and abuse in a group setting
- Conducted journaling classes for adolescents dealing with anger issues
- Led after-school tutoring/mentoring program
- Organized student assemblies to educate students through community resources

**Program/Project Management:**

- Facilitated restructuring of existing program in the Austin ISD system
- Developed program website
- Event planning and strategic logistics for local non-profit hosting 200+ families
- Managed children's program for children affected by family violence
- Created and monitored children's program activity planning
- Provided comprehensive case management to families and children

**Research / Evaluation Experience:**

- Managed evaluation and analysis of the Children's Program at The Women's Shelter in Arlington – Post Traumatic Stress Disorder Study
- Key Speaker at the International Conference on Children Exposed to Domestic Violence in London, Canada

## Lori Seeds-Martin, LMSW

512-771-9766 Cell

11500 Cherisse Drive Austin, Texas 78739

loriseeds@gmail.com

### **Research / Evaluation Experience continued:**

- Developed a Program Evaluation for the Tarrant County Family Court to analyze five years of data from their "Access Facilitation Program" also known as a parental coordinator program
- Conducted various research projects using SPSS, data collection and analysis skills
- Presented research outcomes to agency administrators

### **PROFESSIONAL AFFILIATIONS**

School Social Work Association of America  
Social Work Constituency Council  
National Association of Social Workers  
Phi Alpha Honor Society – Secretary & Treasurer

### **REFERENCES**

Dr. Gloria Williams  
[gwillms@austinisd.org](mailto:gwillms@austinisd.org)  
512-414-0113

Mr. Ty Davidson  
[ty.Davidson@austinisd.org](mailto:ty.Davidson@austinisd.org)  
512-414-2527

Mary Owen  
[mary@casadeowen.net](mailto:mary@casadeowen.net)  
512-797-8818



## **Donna Norris Wood, M.A.**

---

20904 Windmill Ranch Ave. \* Pflugerville, TX \* 78660 \* 210-215-3363 \* [donbenaywood@yahoo.com](mailto:donbenaywood@yahoo.com)

### **PROFESSIONAL HIGHLIGHTS**

- Over twelve years' experience building and maintaining relationships with stakeholders including non-profit agencies, legislators, corporations, donors and consumers.
- Over ten years' experience creating and implementing a vision including: assuming a lead role in establishing a local child abuse prevention non-profit corporation; and, leading a local coalition to develop a community-wide strategic plan for child abuse prevention.
- Over eight years' experience distributing and managing federal and state funds and measuring quality assurance/performance outcome data.

### **WORK EXPERIENCE**

#### **Austin Children's Shelter**

**February 2013-present**

##### **Senior Director of Prevention and Community Programs**

- Serve on Senior Leadership Team to assist in developing and implementing the overall strategic vision for the \$5.5 million 501(c)3 organization.
- Oversee merger with a local non-profit agency.
- Plan, coordinate and implement all aspects of creating a Child Development and Family Support Center.
- Analyze, interpret and assist in overseeing federal and state grants and contracts.
- Assist in writing grant applications.
- Assist in developing outcome measures and quality assurance standards.
- Oversee Training Department including the development of training materials for over 100 employees and direct service volunteers.
- Assist with developing strategic communications and marketing campaigns.
- Represent agency on stakeholder groups and statewide/local coalitions.
- Write executive reports and develop presentations for leadership including the Board of Directors and local stakeholders.
- Assist in developing agency policies, procedures and practices.

#### **Department of Family and Protective Services**

**March 2012-February 2013**

##### **Community Affairs Liaison**

- Create strategic vision for statewide community engagement. Provide support/technical assistance to community engagement staff across the state assisting them in implementing the vision.
- Develop contract performance deliverables for the Texas Council of Child Welfare Boards.
- Identify and implement tools to increase resources for children and families in the care of CPS.
- Identify new strategies to engage partners that have had limited involvement including the business community and local service clubs.
- Represent the Department with key stakeholders including Texas CASA, the Child Welfare Boards and, Community Partner Boards.
- Serve on statewide and local task forces including the SB 434 Domestic Violence Task Force and the ASSET mental health strategic planning committee.
- Coordinate the Citizen Review Team Process across the state, identifying/implementing ideas for expansion.
- Create written and verbal reports for Executive Management Team.
- Participate in setting overall strategic direction for Child Protective Services in Texas.
- Work in collaboration with External Relations to ensure effective media messaging and outreach.

**Strong Start (formerly Relief Nursery of Central Texas)**  
**Founding Executive Director**

**July 2008-February 2012**

- Establish a local child abuse prevention non-profit corporation.
- Create/implement an agency vision and short/long-term goals. Administer all aspects of the non-profit agency and oversee day-to-day operations.
- Lead the development of a five-year agency strategic plan and annual action plans to ensure effective service delivery.
- Manage all aspects of contract with the Department of Family and Protective Services ensuring compliance with all state and federal regulations.
- Prepare all materials for Department of Family and Protective Services monitoring visits, and respond to all monitoring reports with appropriate documentation and/or action plans.
- Develop agency controls to ensure sound fiscal management and adherence to generally excepted auditing standards.
- Provide information to external auditor for annual financial audits.
- Develop and implement policies and procedures in compliance with applicable laws and regulations.
- Oversee the development and implementation of strategic fund development plans, incorporating Board and stakeholder directives.
- Identify and secure appropriate grants and ensure grant compliance.
- Build and maintain relationships with external stakeholders including state/federal partners, donors, corporate partners, legislators, non-profit agencies, and consumers of service.
- Direct the overall planning, implementation, coordination, and evaluation of all programs.
- Create and lead a community coalition with stakeholders to develop a strategic prevention plan and facilitate systems change.
- Represent agency at legislative hearings as well as local and statewide inter-agency groups.
- Evaluate short and long term progress. Identify/implement improvement strategies.
- Envision and implement new funding strategies; oversee development and implementation of fund raising activities.
- Lead the development of the annual budget forecast, contract budgets and financial reports.
- Monitor monthly budget expenditures and compare to projections.
- Provide reports and proposals to the Board and stakeholders.
- Select, train, motivate, and evaluate personnel; implement discipline and termination processes that meet federal/state regulations.
- Promote agency activities through public presentations and develop/implement strategies for community engagement. Represent the agency in the media.

**Texas Department of Family and Protective Services**  
**Program Specialist V**

**September 2005-June 2008**

- Interpret state and federal rules and regulations and provide training and technical assistance to contractors to ensure compliance with all regulations.
- Oversee contracts and provide ongoing programmatic monitoring and evaluation. Ensure effective and appropriate use of funds.
- Research and identify services needed in Texas to prevent child abuse and neglect. Write programmatic portions of requests for proposals to disperse state and federal funds. Evaluate proposals and assist in selecting contractors.
- Serve as lead in developing contract performance measures to facilitate performance based contracting.
- Serve as Subject Matter Expert on evidence-based practices.
- Create and maintain an Access Database to pull reports and queries and track funding patterns.
- Assist Texas non-profit contracting agencies in strategic planning, goal setting, service implementation, and program evaluation.
- Build and maintain relationships with business leaders and community stakeholders including non-profit organizations, corporate partners, federal funding partners, legislators, and other state agency partners.

- Represent agency on multiple federal and state systems reform efforts including working on multiple federal workgroups led by the Administration for Children and Families.
- Assume a lead role in developing a statewide strategic plan for child abuse and neglect prevention identifying goals and indicators to guide prevention work throughout Texas.
- Make policy, programmatic, and legislative recommendations.
- Write federal grant applications and annual reports ensuring grant compliance.
- Identify and execute program improvement strategies based upon current research, stakeholder input, federal priorities and state policies and legislation.
- Coordinate an annual statewide conference including: chairing conference committee, securing facility, soliciting workshops and keynote speakers, as well as all other logistical aspects.
- Create and distribute statewide prevention outreach materials such as: an annual child abuse prevention calendar, media campaigns and prevention posters.

**University of California, Irvine**

**January 2002-May 2005**

**Director, Campus Assault Resource Program**

- Create/implement a vision for the program. Manage all aspects of program.
- Provide counseling/advocacy services for survivors of sexual assault and domestic violence.
- Create/implement sexual assault response protocol and procedures. Conduct trainings on response protocols and reporting mandates.
- Track legislative changes and develop agency policies that ensure compliance with all federal and state regulations.
- Conduct community-wide trainings on response protocols, policies, and reporting mandates.
- Build/maintain relationships with stakeholders including various local and national sexual assault, domestic violence and law enforcement agencies.
- Provide community education through large public speaking events and presentations.
- Originate marketing initiatives, community outreach campaigns and special events to raise awareness.
- Recruit, train, and supervise staff, volunteers, interns, and peer educators.
- Manage program budget.
- Write reports for executive leadership.

**University of California, Los Angeles**

**June 2001-January 2002**

**Program Coordinator/Counselor Center for Women & Men**

- Provide counseling services to survivors of sexual assault and domestic violence.
- Create/manage the community-wide violence prevention education programs.
- Develop marketing materials, including publications and promotional items.
- Perform statistical analysis assessing service utilization and evaluating program effectiveness.
- Develop and maintain relationships with local community stakeholders.
- Create and implement educational ad campaigns.
- Develop and maintain a Microsoft Access tracking system for all of the office's services.
- Develop and facilitate trainings and workshops for community leaders.

**University of Southern California**

**August 1998-June 2001**

**Director, Leadership and Academic Recognition Programs** (advanced from Graduate Research Assistant August 1998-August 1999)

- Manage the Leadership and Scholarship Program for the Division of Student Affairs including program development, implementation, and evaluation. Create and implement leadership-development and team-building trainings for community.
- Maintain the budget for three separate programs.
- Hire, train and supervise staff.
- Write reports and letters for the University lead officials including the University President.

## **ADDITIONAL PROFESSIONAL AND VOLUNTEER EXPERIENCE**

**Weekly Volunteer**, Austin Habitat for Humanities (2006-2008). Regular construction volunteer.

**MFT Trainee**, Open Paths Counseling Center (1998-1999). Performed individual counseling for adults and children and received thorough small and large group supervision and training.

**Field Placement**, Didi Hirsch Community Mental Health Center (Fall 1999). Performed individual counseling and received thorough small and large group supervision and training.

**Graduate Research Assistant**, University of Southern California (1997-1999). Evaluate program effectiveness.

**San Antonio Rape Crisis Center Volunteer** (1995-1997). Provided counseling to sexual assault survivors.

## **PROFESSIONAL HONORS AND PRESENTATIONS**

- Selected as a paid consultant for SafePlace to assist in developing a curriculum to serve children with disabilities.
- Presented at Prevent Child Abuse Conference, March 2013.
- Selected as a consultant by the OneStar Foundation to evaluate proposals, assisting in the distribution of state funds. (2010)
- Selected as a consultant by Prevent Child Abuse Texas to conduct community-wide trainings on child abuse prevention and reporting. (2010).
- Selected as a consultant by the FRIENDS National Resource Center/Administration for Children and Families to provide training and technical assistance to assist federal grantee recipients in program implementation/evaluation. (2006-2007).
- Co-presented at the Office of Child Abuse and Neglect national child abuse prevention conference, April 2007.
- Hired as a database development consultant for the state of Vermont, assessing needs for multiple community-based family serving agencies, August 2006-April 2007.
- One of four finalists for Department of Family and Protective Services Outstanding Performance and Quality Customer Service Award.
- Featured Guest/Keynote Speaker for numerous community agencies and educational institutions.

## **EDUCATION**

**University of Southern California**, M.A. Marriage and Family Therapy  
December 1999, GPA 3.95

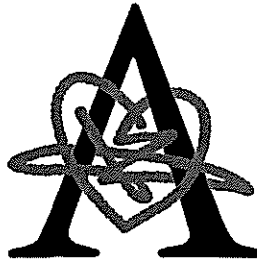
**St. Mary's University**, B.A. Psychology  
May 1997, GPA 3.90

## **REFERENCES**

Jim Hine, CEO Public Policy Solutions  
Former Commission Texas Department of Family and Protective Services  
512-517-7876  
[ppsjimhine@msn.com](mailto:ppsjimhine@msn.com)

Andrea Sparks, CEO Texas Regional Office  
National Center for Missing and Exploited Children  
512-695-3245  
[asparks@NCMEC.org](mailto:asparks@NCMEC.org)

Audrey Deckinga, Former Commissioner Child Protective Services  
512-775-6133  
[Audrey@deckinga.com](mailto:Audrey@deckinga.com)



## AUSTIN CHILDREN'S SHELTER

### PARENT CHILD SPECIALIST – JOB DESCRIPTION

Austin Children's Shelter's Strong Start Program is a nationally recognized, comprehensive family support program for parents of children up to six years of age who are experiencing extraordinary stress. Services include but are not limited to: parent education, home visitation, therapeutic early childhood classrooms, substance abuse recovery support, mental health, respite, and a clothes closet.

Strong Start is currently seeking a Parent Child Specialist, with a strong passion for making a difference in the lives of children and families. The ideal candidate will combine their formal college education with their knowledge of early child development and child trauma interventions, and ability to help build resiliency within families that are at-risk for child abuse/neglect and poor school readiness outcomes.

Position: Parent Child Relationship Specialist  
FTE: 1.0  
Reports to: Program Director  
Evaluated by: Program Director  
Compensation: \$3208/month, depending on experience

**Responsibilities:** The Parent Child Relationship Specialist is responsible for planning and implementing the curriculum in the Therapeutic Early Childhood Classrooms. This includes providing individual parent education home visits the families on their caseload, using an evidence-based curriculum. Parent Education visits are family-centered and strengths-based. The Parent Child Education Specialist will assume the role of advocate for the parent and the child when appropriate. They will assist in assessing unmet needs and referral to other supportive service programs.

#### Requirements:

1. Education & Experience: A minimum of a Bachelor's Degree in early childhood development or a related field and 2 years of experience in an early childhood program ages 0-5. Master's Degree in a related field highly preferred.
2. Must have good organizational skills.
3. Evidence of emotional maturity and stability.
4. Must have ability to exercise discretion and use independent judgment.
5. Dependability and flexibility.
6. Valid Infant/Child CPR and First Aid card to be acquired before serving children.
7. Valid Food Handlers card to be acquired before serving children.
8. Valid driver's license, access to a vehicle, and insurance as a driver.
9. Knowledge about community resources.
10. Physical ability to lift and carry children plus physical stamina.
11. Knowledge, respect and appreciation of various cultures are required as is the ability to build rapport with diverse families.

#### Knowledge, Skills and Abilities:

1. Relate tactfully, confidently, sensitively and non-judgmentally with children and families.
2. Knowledge of normal infant and child growth and development and parent/child attachment and relationships.
3. Knowledge about and/or experience working with children who are at-risk for poor outcomes and/or living in vulnerable families.
4. Ability to promote positive parenting skills and parent/child interactions.
5. Ability to relate to families with a strengths-based approach even in an apparently chaotic family environment. Ability to approach families from a family-centered service model and build trusting relationships.
6. Available to provide home visits on evenings and/or weekends (as needed) and on an emergency basis.
7. Ability to facilitate groups.
8. Ability to listen and communicate well with others.
9. Ability to establish and maintain professional boundaries while providing supportive services.
10. Strong interpersonal skills and the ability to relate to individuals who may not share the same value system, beliefs, or morals as the worker.
11. Experience working with parents, children and staff of culturally diverse backgrounds while remaining culturally sensitive and appropriate.
12. Ability to write clearly, concisely, and to communicate effectively both orally and in writing.
13. Positive attitude towards work, initiative, personal balance, ability to adapt and work effectively under pressure, a sense of humor.
14. Ability to work independently and as a team member.

#### Duties:

1. Co-teach children ages 0-5 who are at-risk for poor outcomes in the therapeutic early childhood classroom. Plan and implement therapeutic activities focused on social/emotional development, problem solving, behavior regulation, identification of feelings and communication.
2. Assess family needs through the family needs assessment, home visits, and validated assessment tools.
3. Develop goals for a family service plan based on family, parent, and child assessed needs.
4. Provide parent education home visits using an evidence based curriculum.
5. Provide resources, referrals, and information to families as appropriate.
6. Evaluate child and family progress through written records, staff debriefs, and interactions with parents. Administer assessments and diagnostic screening instruments.
7. Assist in transitioning children from the therapeutic early childhood setting into more traditional daycare/school settings as appropriate.
8. Provide supervision, informal training, and evaluation for volunteers.
9. Maintain daily attendance, status reports, USDA meal counts, and files.
10. Observe, report and record significant behavior or indicators.
11. Provide pertinent verbal and written information for the supervisor and participate in any meetings or interagency collaborations regarding children and families on caseload.
12. Participate in staff, client, and volunteer meetings and other special events as needed.
13. Attend workshops and conferences for professional development and to keep updated on new developments in the field.
14. Other duties as assigned.

## Section 0645

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title:	Program Staff FTE's
1 Director of Operations	.34
1 Program Coordinator	.5
2 Parent/Home Educators	.8
1 Early Childhood Team Lead	.4
4 Early Childhood Instructors (one also serving as Toy-Making Instructor and another as Van Driver)	1.6
4 Early Childhood Aides (AmeriCorps)	1.6
TOTAL FTEs =	5.24

### AVANCE-Austin's Staff Summary of Qualifications:

Below please find professional and educational qualifications for all key staff members to be funded under the City of Austin contract, with the exception of the Executive Director who will be funded from other sources.

<b><u>Executive Director:</u></b>	Sofia Casini holds her M.A. in International Migration and Development. She brings to AVANCE-Austin 14 years experience administering family wellness programs within at-risk communities nationally and internationally, including expertise in non-profit management, fundraising, and program implementation. Ms. Casini currently sits on the Early Childhood Council as Mayor Leffingwell's appointee. Prior to joining AVANCE in 2010, Ms. Casini served as Director of Refugee Services of Texas. Additional professional experience includes work overseas with the U.S. Refugee Resettlement Program, family literacy instruction on refugee camps with People's Caring Organization, community organizing and development for New York Lawyers for the Public Interest, and board service for Plenty International serving women and children in Latin America.
<b><u>Director of Operations and Programming:</u></b>	Ms. Anurita Mittra's background includes Chief Operating Officer of St. Philip's school and community center in South Dallas, offering early childhood, food assistance, ESL, and GED programs to predominantly African-American and Latino community members. She served this year as an appointee on the AISD/Travis County/City of Austin Task Force on Education. Ms. Mittra has a B.A. in Psychology and Communications.
<b><u>Program Coordinator:</u></b>	Individual to be hired, with the following qualifications: Bilingual English/Spanish, BA required/MA preferred, 5+ prior professional experience within social service agencies, and knowledge of target population with strong cultural competency skills. Experience in program management with focus on working with families with young children. Compliance and quality assurance experience highly desirable. Demonstrated supervisory and leadership history.
<b><u>Parent Educators:</u></b>	<ul style="list-style-type: none"> <li>Ms. Martha Junca is a certified Parent Educator with 15 years of direct service in parent education, home visiting, and early childhood care. A nutritionist in Colombia by training with BA in nutrition, local experience includes Nutrition Educator with the Capital Area Food Bank and Pre-School Teacher.</li> <li>Ms. Nancy Ramirez brings prior professional and community seervice experience as a teacher, community advocate for women,</li> </ul>



	and child care worker. She also brings first-hand knowledge of the PCE program as a program graduate, and will enter this position with home visitation and child development experience, providing a solid base for AVANCE Parent Educator training. She will be trained and certified as an AVANCE-Austin Parent Educator in FY14-15.
<b><u>Early Childhood Educators:</u></b>	Each of AVANCE's 5 Early Childhood Educators hold CDAs (Child Development Associates). Team Lead Ms. Amalia Gutierrez previously served as director of her own daycare center for 13 years. Professional experience also includes roles as a Pre-School Teacher and special education Interventionis within Manor ISD. The 4 educators under her supervision all holds CDAs or greater, are bilingual, have extensive experience with infant/toddler care, and have been with AVANCE 2 to 14 years. They are Maria Vargas, Shirley Ramirez, Suzi Rivera-Ruiz, and Oliva Reybal. Each completes 30 hrs. or more of ongoing professional development annually for recertification in order to ensure their knowledge remains current.
<b><u>Toy Making Instructor &amp; Van Driver</u></b>	Of the educators listed above, two hold dual roles: Ms. Maria Vargas as serves as adult Toy Making instructor, and Ms. Shirley Ramirez serves as the primary Van Driver providing transporation for families.
<b><u>AmeriCorps Members</u></b>	Next year 4 new individuals will assume AmeriCorps positions, half of which will be former AVANCE-Austin graduates. They will serve as home educators, early childhood aides, and ESL instructors, with ESL training provided by the Literacy Coalition of Texas.

## EXECUTIVE DIRECTOR I

**REPORTS TO:** Board of Directors, with reporting responsibility to AVANCE- INC. President/ CEO

**EMPLOYEE STATUS:** Exempt F/T

**# OF STAFF UNDER DIRECT SUPERVISION:** 10-20 +

**BASIC PURPOSE:** This position is responsible to the Chapter Board for the implementation of AVANCE programs and services to clients of this Chapter and the overall management of the Chapter in accordance with the highest ethical standards, and all applicable laws and regulations and the terms of the Chapter Affiliation agreement by and between the Chapter and National Office.

### JOB RESPONSABILITIES:

1. Assesses the need of the community which may be met by AVANCE programs and services.
2. Formulates a plan for organization and financing AVANCE programs and services to meet these needs for the approval by the Chapter Board and as required by the national entities.
3. Employs and directs key staff in accordance with the policies, procedures and compensation structure set forth in AVANCE's Personnel and Policies and Procedures Manual to implement approved plans and programs and manage the affair of the Chapter.
4. Enhances professional skills and knowledge of self and all staff programs.
5. Negotiates contracts with Federal, State and local governments and grantors to implement and finance AVANCE programs and provide services with in the Chapter's defined geographic area.
6. Formulates and implements annual plans and event s to raise funds to help support Chapter programs and operations.
7. Prepares strategic operating and financial plans (for two or more years ahead) and annual operating and budget plans for approval from the Chapter Board.
8. Maintains financial and accounting records, research data, and all other necessary management and program record necessary to manage and account for all operations as required by contracts and grants and AVANCE Inc.
9. Represents the Chapter in local public relations matters and coordinates the Chapter's public and government relations and publicity with the National Office.
10. Attends meetings of AVANCE Chapter Executives director's to exchange information and experience and suggest improvements designed to enhance the performance and well being of AVANCE Chapters and the Organization as a whole.
11. Works cooperatively with the National Office on all matters concerning the Chapter and Organization as a whole.
12. Oversees preparation of agenda for regular and special meetings of the Chapter Board and Executive and Finance committees and of records and maintain minutes of such meetings.
13. Assures compliance throughout the Chapters with laws, regulations, terms and conditions of all contracts and grants and the Agreement.

### Work Experience:

Program development, implementation, quality control, management, including financial planning, budgeting and control, fundraising, community and government relations in the field of family support and education, staff hiring, supervision, training and administration, proposal writing, and public relations.

**Education:**

Bachelor's Degree in Education, Psychology, Social Work, administration or related field with less than 4 years experience in non profit accounting and handling less than 3 different accounts of at least \$150,000

**Special Skills:**

Leadership, organization and planning, budgeting, program monitoring and elevation, contract management, writing and editing, public speaking, fluency in Spanish, team building and training.

---

Print name

---

Signature

Date



## Director of Operations

**Reports to:** Executive Director

**Employee Status:** Exempt

**Location:** Travis County

### Basic Purpose

This position is responsible for overseeing operations in a manner that supports the strategic growth of the agency; working in coordination with the Executive Director and Board to implement long term comprehensive planning; developing programmatic and operational budgets and monitoring expenditures; ensuring timeliness of program reports; assisting in the preparation of grants; and managing human resources. The position provides direct supervision to the Program Coordinator and AmeriCorps/Vista members.

### Operation Oversight:

- 1) Implement directions of the Executive Director and represent AVANCE-Austin and the Executive Director in her/his absence.
- 2) Serve as a spokesperson and advocate for the programs and goals of AVANCE to other agencies, organizations, fund providers, and the public.
- 3) Establish sound working relationships and cooperative arrangements with community groups, leaders, and organizations.
- 4) Ensure program operations are run in a manner that ensures quality and maximizes efficiency.
- 5) Keep abreast of developments and trends in the fields of family support, early childhood, education, immigration, and related services and issues.
- 6) Direct development of curriculum; support staff development; and assist staff in relating their specialized skills to the total benefit of the agency.

### Financial Management:

- 1) Provide effective leadership in developing and carrying out program, organizational, and budget plans with the Executive Director and the program management team.
- 2) Lead budget development in coordination with AVANCE's national finance department, the Executive Director, and program management.
- 3) Monitor and report on financial performance of the organization including monthly financial statements, cash flow projections and budget analysis.
- 4) Oversee the operations staff, accounting systems, and bookkeeping tasks, including AR/AP, payroll, data entry, reconciliation of cash accounts and general ledger management using Great Plains and Excel.
- 5) Assist in the development of fundraising plans in coordination with Executive Director, Board, and program management staff; work to ensure that adequate funds are available to permit the agency to carry out its mission; seek out and develop new sources of revenue; and support grant and proposal writing, evaluations, and reports.

### Human Resource Management:

- 1) Hold responsibility for the recruitment, hiring, and discharge of personnel and work closely with the chapter's program management team, as necessary.
- 2) Ensure that job descriptions are developed; regular performance evaluations are held; and sound human resource practices are in place.
- 3) Manage all activities related to worker's compensation, staff benefits, compliance, and other related human resource activities.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date



## **Program Coordinator**

**Reports to:** Director of Operations and Programming or Executive Director

**EMPLOYEE STATUS:** Exempt

**Location:** Travis County

### **Basic Purpose**

This position is responsible for the direct implementation of the AVANCE Parent-Child Education programs and services. Assists in assuring compliance with all laws, regulations, AVANCE's mission and standards of operation policies, plans and procedures as set forth by the National and Local Directors, and the Executive Director.

### **JOB RESPONSIBILITIES**

1. Teaches the AVANCE Parent-Child Education Curriculum according to the annual calendar.
2. Sets curriculum and timelines for program year.
3. Prepares class lectures and lesson handouts; arranges 3<sup>rd</sup> hour activities, and conducts class.
4. Develops and approves lesson plans for parent and child instruction.
5. Plan and implements pre- and post-test activities, maintains participant files and documentation and collects any data required in the evaluation protocol.
6. Organizes, oversees and participates in client recruitment.
7. Consults privately with participants as needed.
8. Coordinates parent education services with Toy Instructor, Early Childhood Instructors, Home Visitor, and Van drivers.
9. Supervises staff and assists with staff hiring and training.
10. Conducts participant registrations/intake, maintains sign-in books, attendance book, and case files.
11. Leads and participates in planning and preparation of program events.
12. Provides information and referral services.
13. Makes home visits when necessary.
14. Prepares accurate and timely monthly reports on services provided to parents.
15. Purchases needed supplies as authorized by the Supervisor.
16. Maintains proper documents for petty cash and accounting services.
17. Solicits donations and volunteer assistance.
18. Participates in staff meetings and reports accordingly.
19. Presents program to visitors and others as requested.
20. Other duties as assigned

### **WORK EXPERIENCE**

**Preferred:** 1 year of Classroom Teaching, Working with Adult Groups, or Social Work  
2 more years in family support program

### **EDUCATION**

**Required:** Bachelors Degree in Education or Social Service Field or Equivalent Education. Training hours completed by end of first year and thereafter as prescribed in performing job responsibilities. Fluent in English and Spanish.

**Preferred:** Master's Degree in Education, Social Work, Humanities, Public Administration, Program Development, or other related field.

**SPECIAL SKILLS**

Child and parent communication skills, team building, fluency and excellent writing skills in English and Spanish. Knowledge and understanding of target populations and an ability to assist in securing needed resources.

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training; planning, assigning, reviewing, and directing work; recommending rewards and discipline of Direct Reports; addresses minor complaints and resolves problems. Directs the work of Home Visitor, Toy Making Instructor, Early Childhood Instructor, and Van Driver in relation to assigned areas of responsibility.

**COMPUTER SKILLS:** Ability to understand and use a variety of computer applications and appropriate software, including spreadsheets and word processing; and workplace electronic technology, including internet access, networking, and e-mail. Advanced personal computer skills may be necessary including, but not limited to design and develop databases; computerized presentation/training materials; and advanced graphics design applications.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations; ability to conceptualize and present statistical information in graph format may be necessary.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret instructions in written, mathematical or diagram form; ability to deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of a valid Texas driver's license; current personal vehicle insurance, or safe driving record sufficient to ensure insurability through Agency policy.

**PHYSICAL DEMANDS:** The employee must occasionally lift and/or move up to 20 pounds.

**OTHER SPECIAL SKILLS:**

- Must be willing to work evenings, some weekends, and some split shifts
- Experience working with target population
- Able to travel (local, out of town, and over-night)
- Must have transportation to travel on work-related business

**AVANCE IS AN EQUAL OPPORTUNITY EMPLOYER**



## **Parent/Home Educator - Parent-Child Education Program**

**Reports to:** Parent-Child Education Program Coordinator

**Employee Status:** Non Exempt

**Location:** Travis and Bastrop Counties and other counties as needed

**Basic Purpose:** The Parent/Home Educator will provide pregnant parents and parents with children from 0 to 3 years of age parenting, early childhood education, and support group services in order to ensure that individuals' needs are being met. The Parent/Home Educator will also assist with outreach, family recruitment and retention, volunteer coordination, identification and securement of service sites, and other related duties.

### **Job Responsibilities:**

1. Assists with the identification and recruitment of families who are interested in pursuing parenting and early childhood education, with recruitment efforts including collaboration with schools and community agencies.
2. Implements designated parent-child education curriculum within the classroom environment in a professional manner which facilitates interactive activities with program participants. Duty involves preparing, reviewing, and modifying, if necessary, lesson plans, class lectures, possibility sheets, and other support material for each lesson.
3. Encourages participant attendance and retention. Calls and invite participants to weekly classes.
4. Conducts monthly home visits with participants, scheduling them in advance. Home visits involve providing community referrals and following up, as needed, and assessing, note taking, and videoing the use of toys and other AVANCE educational tools within the home environment.
5. Meets with Toy Making Instructor on a regular basis to discuss toy making projects as well as progress and needs of parents.
6. Assists Program Coordinator in developing participants' database and maintains accurate reports, including attendance, participants' progress, and other programmatic reporting, as needed. Cooperates with in-house monitoring and independent evaluation of program effectiveness.
7. Conducts intakes and pre- and post-testing questionnaires of participants to identify program outcomes.
8. Maintains proper hygiene in the children and all equipment and space used for care of children.
9. Assist in preparing materials and supplies transported to external sites and used in the children services, as well as setting up children's areas and assorted activities at sites and proper removal thereof.
10. Drives AVANCE van
11. Makes purchase orders for class and food supplies and keep proper documentation of receipts.
12. Works collaboratively with other agencies to enhance services to families.
13. Maintains knowledge of current parent-child education practices.
14. Attends scheduled meetings, training, and/or conferences to enhance professional growth and ensure well coordinated and effective delivery of project services.
15. Coordinates volunteers.
16. Screens children with evaluation tools such as the Denver II test
17. Provides special services /projects as authorized and trained by the Program Coordinator or Executive Director.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. They must perform within a fast-paced environment, be adept at multi-tasking. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual must also work in a manner that fosters a team environment and facilitates effective resolution of conflicts. They must communicate and promote high expectation levels for colleagues and project participants and ensure a high standard of ethics by maintaining participant confidentiality. They should also promote an environment which is conducive to positive morale and directed towards achievement of the project mission.

**EDUCATION:**

**Required:** Bachelor's Degree in Education, Social Work, Humanities, or other related field

**Preferred:** Master's Degree in Education, Social Work, Humanities, Public Administration, Program Development, or other related field.

**EXPERIENCE:**

- Required: Three years of progressively responsible experience in planning, implementing and or/administering public or non-profit programs and services for families or other community services.

**COMPUTER SKILLS:** Ability to understand and use a variety of computer applications and appropriate software, including spreadsheets and word processing; and workplace electronic technology, including internet access, networking, and e-mail. Preferred advanced personal computer skills.

**LANGUAGE SKILLS:** Must possess strong bilingual skills (speak and write) in Spanish and English. Must possess ability to effectively present instructional information and respond to participants' questions; strong communication and interpersonal skills; and ability to interpret for community partners, as needed.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret instructions in written, mathematical or diagram form; ability to deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of a valid Texas driver's license; current personal vehicle insurance, or safe driving record sufficient to ensure insurability through Agency policy.

**PHYSICAL DEMANDS:** The employee must occasionally lift and/or move up to 20 pounds.

**OTHER SPECIAL SKILLS:**

- Must be willing to work some evenings and weekends
- Knowledge of current parenting and early childhood education strategies and techniques.
- Must exhibit a willingness to assist in the personal development of low- income families.
- Experience working with target population
- Culturally sensitive and must be bilingual
- Must have transportation to travel on work-related business

**AVANCE IS AN EQUAL OPPORTUNITY EMPLOYER**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Sign Name**

\_\_\_\_\_  
**Date**





## **Team Leader for Early Childhood Education - Parent-Child Education Program**

**Reports to:** Parent-Child Education Program Coordinator

**Employee Status:** Non-Exempt

**Location:** Travis County

### **Basic Purpose**

This position is responsible for leading the Early Childhood Educators team by guiding instructors in the implementation of a safe, educationally stimulating and nurturing environment for children at the AVANCE service sites, and teaching developmentally appropriate concepts and skills to young children.

### **Job Responsibilities:**

1. Leads the Early Childhood Educators team and provides developmentally appropriate learning experiences for young children according to the AVANCE Parent-Child Education curricula.
2. Studies and oversees activities according to lesson plans.
3. Designs, reviews and modifies lesson plans to meet children's needs and interests.
4. Guides Early Childhood Educators in creating theme areas in the classroom, responsible for maintenance of areas, and assists in setting up at sites and proper removal thereof.
5. Keeps class attendance records, health records and injury reports for toddlers and infants.
6. Provides and/or prepares supplies needed for the children's health and safety.
7. Cares for the children in the classroom and playground.
8. Maintains a healthy, safe, stimulating and attractive learning environment for the young children.
9. Labels all children belongings and makes sure parent pick up all belongings at the end of the session.
10. Serves meals and/or snacks and teaches table cleanness and manners.
11. Gives directions to parents during their time in the classroom.
12. Meets regularly with Parent Educator or Site Facilitator for updates on topics taught in class.
13. Responsible for keeping classrooms complete regarding equipment and supplies needed according to lesson plans and proper hygiene practices for children.
14. Responsible for inventory of children supplies and equipment at each site and at the office.
15. Assists Home Visitors in screening children with evaluation tools according to program requirements.
16. Meets regularly with Parent Educator and Site Facilitator to get an update of topics taught in class and homework.
17. Attends staff meetings, workshops and training conferences as scheduled by supervisor.
18. Participates in the preparation for programmatic special events such as Christmas and graduation.
19. Maintains proper hygiene in the children and all equipment and space used for care of children.
20. Communicates and promotes high expectation levels for colleagues and project participants.
21. Establishes and maintains an environment conducive to positive morale and directed towards achievement of the project mission.
22. Ensures high standards of ethics by maintaining high standards for participant confidentiality.
23. Mediates and facilitates effective resolution of conflicts among children and adult participants.
24. Maintains knowledge of current early child education practices.
25. Assists team in setting up children's areas and assorted activities at sites and proper removal thereof.
26. Maintains a positive attitude.
27. Works with staff with teamwork attitude to ensure proper delivery of services.
28. Performs other tasks as required.

**Special Knowledge Skills:**

Strong communication and interpersonal skills.

Must be familiar with the community and community support agencies.

Knowledge of child development techniques.

Must exhibit a willingness to assist in the personnel development of low- income families.

Must be flexible and adaptable to meet the needs of the families and the program.

Bilingual- English / Spanish

Ability to maintain emotional control under stress

**Experience:**

Working in educational, social services, or family literacy setting.

Working with parents and young children

Working with families with diverse cultural and economic backgrounds

**Education:**

Required: Bachelor's degree in Early Child Education or related field.

---

**Print Name**

---

**Sign Name**

---

**Date**



## Early Childhood Educator / Van Driver

**Reports to:** Program Coordinator

**Employee Status:** Non- Exempt

**Location:** Travis County

### Basic Purpose

This position is responsible for providing a safe, educationally stimulating and nurturing environment for children at the AVANCE service site and teaching developmentally appropriate concepts and skills to young children. This Early Childhood Educator will also be responsible for the transportation of participants within 5 miles of the site, and maintenance of the van.

### Job Responsibilities:

1. Provides developmentally appropriate learning experiences for young children.
2. Studies and prepares activities according to lesson plans and assists in the preparation of materials.
3. Maintains and assists in the creation of theme areas in the classroom.
4. Maintains daily class attendance records, health records and injury reports.
5. Keeps monthly homework charts per site for the infants.
6. Print out lesson plans and keeps them visible at each site for instructors and volunteers.
7. Assures that parents sign-in all children on attendance sheet.
8. Responsible for transporting supplies needed for the children's health and safety at each site.
9. Cares for the children in the classroom and playground.
10. Maintains a healthy, safe, stimulating and attractive learning environment for the young children.
11. Labels all children belongings and makes sure parent pick up all belongings at the end of the session.
12. Serves meals and/or snacks and teaches table cleanness and manners.
13. Gives directions to parents and volunteers during their time in the classroom.
14. Responsible for shopping supplies such as weekly snacks, childcare and office supplies as needed.
15. Responsible for washing child care washables monthly such as play mats, boppy pillows and blankets.
16. Responsible for transporting furniture, supplies and educational materials to external sites for parenting and children services and set up of children's areas in the beginning of program.
17. Attends staff meetings, workshops and training conferences as scheduled by supervisor.
18. Participates in the preparation for programmatic special events such as Christmas and graduation.
19. Maintains proper hygiene in the children and all equipment and space used for care of children.
20. Provides transportation to participants. Provide courteous and friendly timely pick-up and return of participants to and from home. Helps mothers and children to get in and out of van.
21. Instruct participants on safety procedures they must follow while riding the van.
22. Provide maintenance of AVANCE van (stickers, inspections, oil change). Fills up van with gas/air for tires.
23. Takes van for servicing as recommended by owner manuals and instructed by supervisor.
24. Maintains vehicle appearance -clean and wash exterior and vacuum interior-.
25. Reports problems immediately to supervisor.
26. Maintain daily communication with designated staff to obtain a daily pick-up list of parents.
27. Provides follow-up contact the day of classes with parents to schedule time for arrival of the van.
28. Completes and maintains mileage log, maintenance log, service record, credit card receipts.
29. Communicates and promotes high expectation levels for colleagues and project participants.
30. Establishes and maintains an environment conducive to positive morale and directed towards achievement of the project mission and a positive image of the agency.
31. Ensures high standards of ethics by maintaining high standards for participant confidentiality.
32. Mediates and facilitates effective resolution of conflicts among children and adult participants.
33. Maintains knowledge of current early child education practices.
34. Works with staff with teamwork attitude to ensure proper delivery of services.
35. Performs other tasks as required.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_



## **Toy Making Instructor - II**

**Reports to:** Coordinator

**Employee Status:** Non- Exempt

**Location:** Travis County

### **Basic Purpose**

This position is responsible for teaching mothers enrolled in the AVANCE-Parent Child Education Program how to make educational toys following the AVANCE Toy making manual and yearly calendar.

### **Job Responsibilities:**

1. Follows time line for toy making sessions.
2. Responsible for preparing, providing and transporting all necessary materials and supplies to complete projects at each individual site.
3. Prepares for toy making lessons and reproduces sufficient handouts.
4. Purchases toy making supplies and maintains inventory of supplies.
5. Sews, cuts and otherwise prepares toy making materials for class and maintains an exhibit sample of all toys.
6. Conducts toy making sessions and gives out possibility sheets.
7. Assures that available space at the site is left in original condition (cleaning and pick up area)
8. Maintains sign in sheets for toy making.
9. Keeps adequate storage and retrieval system for toy making.
10. Maintains a clean work area.
11. Participates in special events.
12. Assist engaging parents for special events.
13. Attends staff meetings.
14. Other tasks as assigned.

### **Education:**

Required: High School Diploma or GED and CDA or equivalent years

---

**Print Name**

---

**Sign Name**

---

**Date**

## Section 0645

### Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title: Camp Fire	Program Staff FTE's
Lead Coach	0.1 FTE
Assistant Coach and Outreach Specialist	0.2 FTE
Program Director	0.1 FTE
Payroll Specialist	0.1 FTE
TOTAL FTEs =	0.5

Rebecca Benz, MSSW  
1508 Ashwood Road,  
Austin, TX 78722  
512.289.8066

### PROFESSIONAL EXPERIENCE

Executive Director, Camp Fire USA Balcones Council  
Austin, Texas

February 2004 to present

In partnership with a volunteer Board of Directors, responsible for ensuring that Camp Fire USA fulfills its mission of building confident youth and future leaders throughout the council's ten counties service area. Responsible for organizing and directing the operations of the council, developing funding, building community partnerships, and developing and leading growth initiatives.

Associate Superintendent and Chief Operating Officer of American Youth Works High School  
Austin, Texas

January, 2002 to February 2004

Responsible for educational leadership, state and federal policy implementation for American YouthWorks, and technical assistance to other entities. Responsible for developing funding to support education programs. Elected representative of Association of Charter Educators, statewide association for charter schools. Founding member and Board Chair of Austin Area Charter School Special Education Co-op.

Principal, American YouthWorks High School  
Austin, Texas

August, 1995-January, 2002

Provided educational leadership by directing and managing the instructional program and supervising general operations at the campus level. Implemented Service Learning Program resulting in school being named one of first National Service Learning Leader Schools. Managed renewal process resulting in ten year renewal.

Coordinator, American Institute for Learning  
Austin, Texas

November, 1992-August, 1995

Managed social service activities to insure standards of excellence and the coordination of social services within the AIL comprehensive services model. Supervised programs and staff. Coordinated with other agencies. Managed government contracts.

Project Coordinator  
Private Industry Council  
Austin, Texas

May, 1990-May 1992

Assisted in design, implementation and evaluation of the Personal Development Center, a JOBS program for welfare recipients to upgrade educational levels and personal skills. Developed curriculum, conducted classes and coordinated activities with partner agencies. Monitored all program documentation for compliance with federal JTPA regulations.

Teacher/Social Services Consultant

Child Inc. Head Start

Austin, Texas

1986-1990

Provided education and case-management to low-income preschool-aged children and their families.

### EDUCATION

Masters of Science in Social Work, 1992  
Concentration: Administration and Planning  
University of Texas at Austin

Bachelor of Science with Honors, 1985  
Major: Child Development and Family Relationships  
University of Texas at Austin

# ERIC IMHOF

606 WEST 17TH STREET • APT. 211 • AUSTIN, TEXAS • 78701  
717-319-2936 • ericjimhof@hotmail.com

## EDUCATION

### **MARYLAND INSTITUTE COLLEGE OF ART**

2005 – 2006 Baltimore, MD  
Master of Arts in Community Art

### **LAFAYETTE COLLEGE**

2001 – 2005 Easton, PA  
Bachelor of Arts in Spanish and Art

## PROFESSIONAL EXPERIENCE

- |               |  |            |
|---------------|--|------------|
| 2012 -present | <b>Camp Fire of Central Texas<br/>Program Director</b>   | Austin, TX |
|               | <ul style="list-style-type: none"><li>• Developed TEKS-aligned environmental science curriculum, K-8th grade</li><li>• Hired, trained, and managed teams of direct-service staff for afterschool programs</li><li>• Coordinated and led learning excursions with staff, youth, parents, and volunteers</li><li>• Managed grant objectives and met reporting deadlines</li><li>• Planned fundraising events and initiatives</li><li>• Represented organization at conferences and in local and regional partnerships</li><li>• Liaised with school staff and administrators in multiple districts</li><li>• Piloted summer day camps at schools and at sites in the surrounding community</li></ul> |            |
| 2011          | <b>Breakthrough Austin<br/>Administrative Manager</b>  | Austin, TX |
|               | <ul style="list-style-type: none"><li>• Managed logistics for summer program on the U.T. campus</li><li>• Led educational field trips with 7th-10th- grade youth</li><li>• Interviewed and catalogued applicants for pilot program in Manor ISD</li></ul>  |            |
| 2011          | <b>Boys &amp; Girls Clubs of the Capital Area<br/>Youth Development Professional</b>   | Austin, TX |
|               | <ul style="list-style-type: none"><li>• Led photography/video, literacy, and outdoor recreation programs</li></ul>   |            |

- Mentored 2nd- 5th-grade youth
- Created documentary video to promote Health Fair activities

2006 – 2010    **Banner Neighborhoods Community Corporation**    Baltimore, MD  
**Community Organizer/Program Director**

- Planned fundraising strategies
- Created and led creative arts and team sports afterschool programs
- Collaborated with civic associations, schools, and city agencies
- Established and maintained community gardens with youth and adults
- Trained residents in food production, recycling, and public policy
- Developed and maintained organization's website
- Designed, edited, and organized program reports and newsletters

2001 – 2005    **Landis Community Outreach Center**    Easton, PA  
**Student/Staff Member, Lafayette College**

- Mentored and tutored elementary and middle-school-aged youth
- Organized academic and recreational summer programs on campus
- Planned and led orientation and reflection activities for incoming volunteers

### VOLUNTEER EXPERIENCE

2007 – 2010    **Greater Remington Improvement Association**    Baltimore, MD  
**President, Co-founder**

- Served as first president
- Raised revenue through grants and fundraising events
- Organized political structure and drafted bylaws
- Planned and led community events and activities
- Edited, contributed content, and distributed the monthly newsletter

### ADDITIONAL TRAINING

- Social and Emotional Learning
- Youth Program Quality Intervention
- CPR/First Aid



### **Camp Fire Play To Learn: Program Assistant for Early Childhood Parenting Program**

#### **Job Description**

Play To Learn Program Assistant will support the Lead Coach. This position will require 5 hours of work per week for each Play to Learn session. Multiple sessions may run simultaneously. Some weeks will not have classes due to school holidays, bad weather, etc.

#### **Requirements for the position:**

The Program Assistant must be able to travel to and from Play To Learn sites weekly. The Program Assistant must demonstrate comfort and confidence in assisting the Coach and participants in English and Spanish in activities focused on early childhood learning and parenting. The position will require on the spot translation (English/Spanish). The Program Assistant must be organized and timely in maintaining teaching materials and time sheets, and must have strong communication with the Coach and other staff members on the project. The Program Assistant must complete Play To Learn Facilitator Training and adhere to Play To Learn curriculum and guiding principles as outlined.

- Applicant must be able to pass a criminal background check as a condition of employment.
- Applicant must be bilingual (English/Spanish)
- Applicant must have an Associate's Degree in child development or a related field or a Bachelor's Degree.
  - Educational qualifications may be substituted for experience at agency discretion.
- Applicant must have previous experience working with families with preschool aged children.

### **Camp Fire Play To Learn: Lead Coach for Early Childhood Parenting Program**

#### **Job Description**

Play To Learn Lead Coach will oversee and implement a parent education program called Play To Learn. The Lead Coach is responsible for implementing the sessions with fidelity to the model, modeling appropriate adult/child interactions and coaching caregivers with cultural and linguistic sensitivity. Multiple sessions may run simultaneously. Some weeks will not have classes due to school holidays, bad weather, etc.

#### **Requirements for the position:**

The Lead Coach must be able to travel to and from Play To Learn sites. The Lead Coach must demonstrate skill and confidence conducting class in English and Spanish in activities focused on early childhood learning and parenting. The position will require on the spot translation (English/Spanish). The Lead Coach must be comfortable using smart technology (primarily a computer tablet) to help facilitate parts of the curriculum. The Lead Coach must also be able to provide instructions on how to use smart technology for caregivers in-class. The Lead Coach must also be able to help caregivers navigate challenging child behaviors while maintaining an open and welcoming attitude.. The Lead Coach must complete Play To Learn Facilitator Training and adhere to Play To Learn curriculum and guiding principles as outlined.

- Applicant must be able to pass a criminal background check as a condition of employment.
- Applicant must be bilingual (English/Spanish). Many classes will be dual language -- conducted in both English and Spanish.
- Applicant must have an Bachelor's Degree in child development or a related field.
- Applicant must have at least two years positive experience working with families with young children.
- Preferred applicants will have experience working with high-risk families with young children.

**Section 0645**  
**Program Staff Positions and Time**

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

<b>List Program Staff by Title: Communities in Schools of Central Texas</b>	<b>Program Staff FTE's</b>
Director of Programs	0.15
Senior Program Coordinator	1
Parent Educators	6
Early Childhood Education Instructors	3
Adult Education Instructors	3
<b>TOTAL FTEs =</b>	<b>13.15</b>

## **Suki Steinhauser**

4003 Rosedale Ave.  
Austin, Texas 78756  
(512) 452-4173

### **EDUCATION**

#### **The University of Texas at Austin**

**Austin, Texas**

Master of Business Administration, 1990. Overall G.P.A. 3.8/4.0

#### **Syracuse University**

**Syracuse, New York**

Bachelor of Arts, 1982. Overall G.P.A. 3.6/4.0. magna cum laude. Major: International Relations. Phi Beta Kappa. Vice President of Student Government Association.

### **EXPERIENCE**

#### **Communities In Schools of Central Texas**

**Austin, Texas**

*Chief Executive Officer* Responsible for engaging volunteer board to guide and support Central Texas' leading school dropout prevention agency. Oversight of this non-profit's departments: program, finance, HR, development and PR, IT and community engagement. Responsible for overall success of agency in meeting community need to support students and reduce dropout rate. 2006 - present

*Director of Projects* Responsible for the coordination and management of 15 special projects that meet the needs of at-risk students in a variety of settings and capacities. Projects included ASPIRE Even Start, HIPPY, and the XY-Zone, Pebble Project and public-housing-based afterschool programming. Worked in partnership with the Executive Director and Management Team. March 1998 - 2006

- Coordinated and managed projects to secure resources, oversee service delivery, maintain contract compliance.
- Evaluated effectiveness of and supervise personnel on special projects.
- Developed community outreach with businesses, and governmental and other nonprofit organizations.

*Even Start Coordinator* Responsible for coordinating a team delivering the ASPIRE Even Start Family Literacy Program for three elementary schools. Expanded HIPPY school-readiness program. Coordinated Even Start contract planning and implementation and manage \$450,000 Even Start and HIPPY budgets. 1994-1998

- Coordinated with community collaborators.
- Coordinated and implemented Research and Evaluation tools.

#### **Texas Development Institute**

**Austin, Texas**

##### *Director of Administration*

Responsible for administrative and financial systems, ongoing personnel management and fundraising coordination for this not-for-profit focused on community economic development. 10/1992 – 5/1994.

- Developed project, program, and consolidated budgets, developed fund accounting chart of accounts
- Supervised administrative staff, recruited and supervised university student interns.
- Assisted in planning and coordination of seminars and conferences.

#### **Peterson & Associates**

**Austin, Texas**

*Staff Consultant* Analyzed and reported to a regional, federal laboratory on five states' policy-makers' discussions of how technology might support integrated human services change. Conceived and wrote proposals for various public-sector endeavors. Developed and implemented strategic planning and team building sessions for Boards of not-for-profits. 1991-1992.

#### **Austin Habitat for Humanity**

**Austin, Texas**

##### *President of the Board of Directors*

Head of policy making body overseeing \$440,000 annual budget affordable housing program. 1986-1994.

#### **U.S. Peace Corps**

**Swaziland, Africa**

##### *Secondary School Mathematics Instructor*

Taught mathematics to 7<sup>th</sup> and 8<sup>th</sup> graders. Established, raised funds for and staffed school library. Conceived and scheduled work team system for 240 laborers. 1982-1986.



Communities  
In Schools

Central Texas

## ***Adult Education Instructor***

**SUMMARY:** Responsible for planning and providing classroom teaching or subject matter as determined by the ASPIRE Program Coordinators. The person interfaces with Austin Community College. Bilingual preferred.

**EDUCATION:** Bachelor's degree with five (5) years teaching experience, adult education preferred

**DOL STATUS:** Non-exempt

**EEO CATEGORY:** Professional

**REPORTING  
STRUCTURE:** This position is supervised by the Adult Education Coordinator.

**ESSENTIAL  
FUNCTIONS:**

- Conduct basic literacy, ESL, GED, and/or family literacy classes.
- Plan classroom teaching based on themes shared by ECE classes and parenting education
- Conduct or supervise administration of formal and informal adult skills assessment
- Coordinate classroom activities with other ASPIRE staff to ensure integration of program components
- Conduct interactive literacy activities (ILA) time as agreed with ECE personnel
- Promote and maintain agency culture, standards, and systems
- Perform other activities as directed by his/her supervisor

**SPECIFIC JOB  
COMPETENCIES:**

- Demonstrate agency core competencies
- Communication
  - Understand the purpose of communication and use appropriate method of communication for the situation
  - Use clear and specific language utilizing "I" statements
  - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
  - Respond to phone and email messages in a timely manner
  - Use discretion when sharing information
  - Establish a system for information sharing and follow-up
- Teaching and Training
  - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
  - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
  - Incorporate a process of feedback to evaluate effectiveness
  - Create clear objectives and expectations

**Communities In Schools of Central Texas is an equal opportunity employer.**



Communities  
In Schools

Central Texas

## ***Director of Programs***

- SUMMARY:** The Director of Programs is responsible for ensuring the successful organization, implementation and supervision of CIS activities, services, staff and programs within an assigned level or programming area. Due to programming requirements, this position is **not** eligible for the agency's summer break.
- EDUCATION:** Masters degree plus five years post-masters' experience working with children, youth and families. At least one year experience in supervising professional staff required. Experience with CIS programs is preferred.
- DOL STATUS:** Exempt
- EEO CATEGORY:** Officials/Managers
- REPORTING STRUCTURE:** This position is supervised by the by the Chief Program Officer. This position supervises senior program coordinators within the early and prevention services program area. May supervise other employees such as caseworkers, AmeriCorps members, interns, and/or volunteers.
- ESSENTIAL FUNCTIONS:**
- Develop programming opportunities with program coordinators specific to developmental needs of clients in designated level or program area
  - Coordinate and manage projects to secure resources for programming including writing proposals and/or serving on proposal writing teams
  - Ensure program coordinators and other supervisees maintain compliance with contractual requirements and agency policies and procedures
  - Evaluate effectiveness of the agency's early and prevention services
  - Coordinate hiring process for vacant level senior program coordinator positions
  - Provide initial orientation and ongoing supervision, support, and training to program coordinators within a designated level or program area
  - Represent Chief Executive Officer and Chief Program Officer in the community and with other agencies
  - Work independently, collaborating and networking with various agencies
  - Prepare and submit reports as required
  - Participate in the CIS team approach to service delivery and problem solving
  - Promote and maintain agency culture, standards, and systems
  - Must have reliable transportation
  - Perform other activities and duties as required by the Chief Program Officer.

**SPECIFIC JOB  
COMPETENCIES:**

- Demonstrate agency core competencies
- Communication
  - Understand the purpose of communication and use appropriate method of communication for the situation
  - Use clear and specific language utilizing “I” statements
  - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
  - Respond to phone and email messages in a timely manner
  - Use discretion when sharing information
  - Establish a system for information sharing and follow-up
- Public Relations
  - Communicate articulately, knowledgeably, and appropriately for the audience
  - Adapt to changing situations and recognize the political and relational implications of actions
  - Use personal magnetism to maximize agency visibility and get client results
  - Build relationships and utilize various networks and community connections to get desired results
- Strategic Planning
  - Continually gather and analyze information from external and internal environments
  - Use information to anticipate potential challenges and changes
  - Use a wide range of information to set goals and priorities
  - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
  - Provide direction and structure to support supervisees’ work
  - Model excellence in core competencies and professional behavior
  - Maintain balance of work tasks and supervisee support
  - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
  - Provide clear and consistent expectations and communication.
- Teaching and Training
  - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
  - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
  - Incorporate a process of feedback to evaluate effectiveness
  - Create clear objectives and expectations

**Communities In Schools of Central Texas is an equal opportunity employer.**



Communities  
In Schools

Central Texas

## ***Early Childhood Education Instructor***

- SUMMARY:** Early Childhood Education Instructor is responsible for managing early childhood education classroom, curriculum development, planning and providing age-appropriate toddler and pre-school education, volunteer supervision and oversight of parental involvement.
- EDUCATION:** Bachelor's degree in Early Childhood Education or related field. A minimum of two (2) years' experience working with young children and their parents also required. Bilingual Spanish/English strongly preferred.
- DOL STATUS:** Non-exempt
- EEO CATEGORY:** Professional
- REPORTING STRUCTURE:** This position is supervised by the Sr. Program Coordinator. May supervise Early Childhood Education teaching assistants, interns and/or volunteers.
- ESSENTIAL FUNCTIONS:**
- Coordinate center activities/lesson planning for early childhood classes
  - Hire, train and supervise all child development teaching assistants (paraprofessional staff)
  - Supervise volunteers
  - Responsible for maintaining all aspects of DPRS licensing requirements as delineated in the Daycare Center Minimum Standards and Guidelines
  - Develop and facilitate ILA activities
  - Administer assessments
  - Maintain all early childhood documentation and prepare reports as required
  - Teach early childhood class
  - Act as a role model for parents
  - Participate in Family Literacy team approach to service delivery and problem solving
  - Promote and maintain agency culture, standards, and systems
  - Must have reliable transportation
  - Perform other activities and duties as assigned by his/her supervisor.
- SPECIFIC JOB COMPETENCIES:**
- Demonstrate agency core competencies
  - Communication
    - Understand the purpose of communication and use appropriate method of communication for the situation
    - Use clear and specific language utilizing "I" statements

- Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
- Respond to phone and email messages in a timely manner
- Use discretion when sharing information
- Establish a system for information sharing and follow-up
- Supervisory Skills
  - Provide direction and structure to support supervisees' work.
  - Model excellence in core competencies and professional behavior.
  - Maintain balance of work tasks and supervisee support.
  - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee.
  - Provide clear and consistent expectations and communication.
- Teaching and Training
  - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
  - Employ a variety of creative and diverse techniques suitable for audience to support learning goals
  - Incorporate a process of feedback to evaluate effectiveness
  - Create clear objectives and expectations

**Communities In Schools of Central Texas is an equal opportunity employer.**





Communities  
In Schools

Central Texas

## ***Senior Program Coordinator***

**SUMMARY:** This is an agency wide program support position with responsibilities as assigned in several major areas. The Senior Program Coordinator performs duties that impact multiple staff, campuses or projects, and represents the agency with external bodies. Due to programming requirements, this position is **not** eligible for the agency summer break.

**EDUCATION:** MSW or other applicable master's degree preferred.

**DOL STATUS:** Exempt

**EEO CATEGORY:** Manager/Official

**REPORTING  
STRUCTURE:** Position is supervised by the Chief Program Officer or Director of Programs

**ESSENTIAL  
FUNCTIONS:**

- Interpret and communicate contract requirements for all program and administrative staff affected by new contracts
- Facilitate start-up of new programming and may provide on-going support or supervision
- Serve as contract manager for contracts as assigned
- Set up and maintain contract reporting system
- Ensure that reports are submitted in a correct and timely manner
- Work with accounting department and directors to develop and implement budgets, monitor expenditures, authorize purchases
- Represent agency in a variety of community settings as assigned
- Develop and participate in interagency collaborations
- Promote and maintain agency culture, standards, and systems
- Coordinate agency wide programming as assigned
- Pursue, secure and equitably distribute new resources for the agency
- Participate in the CIS team approach to service delivery and problem solving
- Other duties assigned by supervisor

**SPECIFIC JOB  
COMPETENCIES:**

- Demonstrate agency core competencies.
- Communication
  - Understand the purpose of communication and use appropriate method of communication for the situation
  - Use clear and specific language utilizing "I" statements
  - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)

- Respond to phone and email messages in a timely manner
- Use discretion when sharing information
- Establish a system for information sharing and follow-up
- Grant Writing
  - Actively seek out and locate grantors and RFPs
  - Recruit and manage team to design program, develop budget, research need, write text, and complete forms
  - Ensure grants are well written, internal consistent, and professionally presented and managed
- Strategic Planning
  - Continually gather and analyze information from external and internal environments
  - Use information to anticipate potential challenges and changes
  - Use a wide range of information to set goals and priorities
  - Demonstrate leadership and initiative throughout this process
- Supervisory Skills
  - Provide direction and structure to support supervisees' work
  - Model excellence in core competencies and professional behavior
  - Maintain balance of work tasks and supervisee support
  - Assess and implement individualized supervision based on assessed needs, strengths and input from supervisee
  - Provide clear and consistent expectations and communication

**Communities In Schools of Central Texas is an equal opportunity employer.**



Communities  
In Schools

Central Texas

## Parent Educator

**SUMMARY:** Parent Educator provides information, support and encouragement to parents to help their children develop optimally. Specifically, a parent educator delivers home-based and school or center-based instruction. The parent educator follows parenting education curricula, administers screenings and assessments, maintains case files, and attends staff meetings and training. Bilingual preferred.

**EDUCATION:** Bachelor's degree in social work, education, or a related field and a minimum of five years experience working with children and families, or a master's degree in social work, education, or a related field.

**DOL STATUS:** Exempt

**EEO CATEGORY:** Professional

**REPORTING STRUCTURE:** This position is supervised by a Senior Program Coordinator or Program Manager.

**ESSENTIAL FUNCTIONS:**

- Provide monthly personal visits to families in their home
- Maintain case files for each family
- Administer and record screenings
- Prepare for and attend parent group meetings
- Attend staff meetings and trainings
- Submit reports as required and scheduled
- Perform clerical duties as assigned
- Perform other duties as assigned
- Participate in the CIS team approach to service delivery
- Promote and maintain agency culture, standards, and systems
- Must have reliable transportation

**SPECIFIC JOB COMPETENCIES:**

- Demonstrate agency core competencies
- Clinical skills
  - Assess client needs and strengths with accuracy
  - Plan, implement and evaluate effective interventions and service plans

- Use effective therapeutic communication skills (active listening, open-ended questions, non-judgmental, client-centered, empathy, conflict resolution, de-escalation)
- Maintain professional boundaries and awareness of personal values
- Seek out professional consultation and supervision
- Document clinical services in accordance with CIS and professional standards
- Communication
  - Understand the purpose of communication and use appropriate method of communication for the situation
  - Use clear and specific language utilizing “I” statements
  - Display active listening skills (e.g., reflecting, body language, asking for clarification, etc.)
  - Respond to phone and email messages in a timely manner
  - Use discretion when sharing information
  - Establish a system for information sharing and follow-up
- Teaching and Training
  - Create an atmosphere of shared learning through opportunities for participation, questioning, and sharing of personal experiences
  - Employ a variety of creative and diverse techniques suitable for audience support learn goals
  - Incorporate a process of feedback to evaluate effectiveness
  - Create clear objectives and expectations

**Communities In Schools of Central Texas are an equal opportunity employer.**

**Kirsten Siegfried**  
1404 East 13<sup>th</sup> Street  
Austin, TX 78702  
(512) 921-1215  
[kirsten.siegfried@gmail.com](mailto:kirsten.siegfried@gmail.com)

---

## **WORK EXPERIENCE**

### **Communities In Schools of Central Texas**

Austin, Texas

#### Director of Programs

2/06-present

I am responsible for ensuring the successful organization, implementation and supervision of the agency's programmatic activities. My duties include supervision of staff and service delivery, formulating and implementing budgets, and contract compliance. I actively seek new funding sources for existing projects and work to develop new projects that meet the full spectrum of needs of at-risk students. I have written successful grant proposals for support from public, private and corporate entities, and I have developed collaborative relationships with community partners and service providers. I work on building and improving agency management systems, and I represent the agency at community events, meetings and coalitions.

#### Senior Program Coordinator

10/00-1/06

I managed several grants and coordinated a comprehensive dual generation literacy project. I was responsible for overseeing a team of 12 and for all logistical and programmatic needs of a collaboration of early childhood education, adult education, parenting education, and case management service providers. I wrote successful grant proposals for support at the local, state and federal level.

#### Adult Education Coordinator

1/99-9/00

I designed curricula, compiled classroom materials, supervised and coordinated three adult education classes: Adult Basic Education, English as a Second Language – Beginning, and English as a Second Language – Intermediate, with an emphasis on family literacy. I maintained and facilitated a student computer lab and taught beginning computer skills.

### **Universidad del Noroeste**

8/98-12/98

Hermosillo, Sonora Mexico

#### Instructor

I contributed to the curricula and the classroom materials and taught EFL classes at low and high intermediate levels, with an emphasis on communicative and academic skills in a university setting.

### **Texas Intensive English Program**

3/97-8/98

Austin, Texas

#### Instructor

I contributed to the curricula and the classroom materials and taught ESL classes at a variety of levels, with an emphasis on either academic skills for international university students or communication skills for international professionals.

### **Austin Independent School District**

10/96-5/97

Austin, Texas

#### Community Education Instructor

I taught intermediate and beginning ESL classes for adult immigrants, with an emphasis on survival English proficiency in the United States.

**Universidad Autónoma de Campeche**

6/95-8/95

Campeche, Campeche Mexico

Instructor

I designed the curricula, compiled the classroom materials and taught three classes: a Workshop for Mexican Teachers of English, Beginning English for Children and Advanced English Conversation and U.S. Culture.

**Inlingua School of Languages**

1/94-7/94

Austin, Texas

Instructor

I taught intermediate and advanced ESL classes for international professionals.

**EDUCATION**

**The University of Texas at Austin**

Master of Arts, Foreign Language Education, August 1996

**Earlham College**

Bachelor of Arts, English, May 1992

**Universidad de Cantabria, Universidad de Valencia**

Spain, 1990

**Academic Distinctions**

Phi Beta Kappa, spring 1996

Earlham College Departmental Honors, spring 1992

National Merit Scholar Semi-finalist, spring 1988

**TRAINING**

**Non-profit management**

**Supervision and Leadership**

**Systematic Development of Informed Consent**

**Youth Program Quality Assessment**

**Early Childhood Development and Parenting Education**

**Motivational Interviewing**

**SKILLS**

**Computer Literate:** Microsoft Word, PowerPoint and Excel

**Languages:** English and Spanish

**VOLUNTEERING**

**Community Council Member** - CAN (Community Action Network) (current)

**Board of Directors** - Swede Hill Neighborhood Association (current)

**ESL Instructor** – Manos de Cristo (past)

**References available upon request**

**Robert Crawford Patton**  
2013 Maple Avenue Austin, Texas 78722 (512) 963-8325  
rcpatton@yahoo.com

**Experience:**

*Senior Program Coordinator, **ASPIRE Program, Communities In Schools**, Austin, TX.* Manage several grants for a large non-profit organization, and coordinate a family literacy project in a high-need Austin neighborhood. Oversee the content, integration, planning and collaboration of early childhood education, adult education, and parenting education components. June 2006-present.

*Technology Program Liaison, **Tech Tots Early Childhood Initiative, United Way/Capital Area**, Austin, TX.* Coordinated technology training and computer give-away program for low-income families with young children. Trained participants to use educational software, basic computer applications, the Internet and e-mail. Also established volunteer mentor network to tutor families in their homes for six months. Administered pre- and post-tests to participants and reported program results to United Way. 2002-2007 (contract position).

*Adult Education Coordinator, **ASPIRE Program, Communities In Schools**, Austin, TX.* Supervised the adult education component of a Northeast Austin family literacy program including beginner and intermediate English as a Second Language, GED preparation and parenting classes. Worked with Austin Community College to create curriculum, assessments and student reports. While supervising the adult education staff, ASPIRE received exemplary evaluations from an independent auditor reporting to TEA. January 2001-June 2006.

*Charter School Site Director, **University Charter School, Marywood Campus**, Austin, TX.* Directed a comprehensive charter school from its inception for residents in foster care at Marywood Family and Children Services. In conjunction with the University of Texas, created a program for teenage mothers to complete a high school diploma or GED. Also enlisted various community resources to provide extension courses such as athletics, cooking, nutrition, parenting, economics and scouting. Worked in conjunction with social workers to case manage individual students. August 1999-December 2000.

*Education Coordinator, **National Audubon Society**, Austin, TX.* Oversaw the development and expansion of "Texas Junior Audubon," a statewide environmental education program. Responsibilities included collaboration with 20 local Audubon chapters, development of educational materials, program implementation, event planning, fund raising, committee management, and partnering with other environmental agencies and groups. November 1997- August 1999.

**Education:**

- Fund-raising Management Certificate Program, The University of Texas at Austin, Continuing Education & Extension, spring 1998
- ESL Teaching Certification, Region XIII Education Service Center, spring 1995
- Bachelor of Journalism, Spanish Minor, The University of Texas at Austin, spring 1991
- University of Salamanca, Spain, summer 1990

## Section 0645

### Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title: Jeremiah Program	Program Staff FTE's
Executive Director	1
Family Services Manager	1
Child Development Consultant	1
Child Development Center Manager	1
Teachers	8
Cook	1
TOTAL FTEs =	13





**POSITION:** Executive Director - Austin

**REPORTS TO:** President & CEO

**Job Summary:**

The Executive Director is responsible for the general management and fiscal leadership of Jeremiah Program's Austin Initiative. As a start-up effort, core activities will involve resource and Board development and the establishment of community-based relationships with appropriate businesses, social and health agencies, educational institutions, etc. Leadership for a comprehensive resource development program and strategic plan are key priorities. Program implementation and collaboration with housing and child development center partnerships, and oversight of all contractors or staff and compliance with applicable laws and regulations is critical. Ultimately the Executive Director is responsible for ensuring that the mission, values and principles of Jeremiah Program are fulfilled.

**A. Program Start-up**

- Provide leadership for the development and implementation of Jeremiah Program in Austin, ensuring consistency with the strategic vision of the organization. Work closely with the local Board, President & CEO and central office staff in establishing the goals and objectives for program start-up.
- Establish an annual fund campaign to support the creation of Jeremiah Program and prepare corporate and foundation grants.
- Collaborate with key partners to ensure progress on key milestones for program start-up.
- Oversee the coordination of a local communications plan to achieve the mission and goals of the organization.
- Ensure the admission screening process of applicants is in compliance with Jeremiah Program admission policies and procedures.
- Ensure the orientation of new residents in accordance with program goals and objectives and the assignment of students to a Lifeskills coach.
- Ensure the collection of family records and analyze all statistical data needed for reporting.

**B. Program Management**

- Oversee all aspects of financial management including the development and management of an annual budget, monthly financial statements and record retention.
- Develop and present annual management plan and budget to the Board for their action.
- Supervise program staff and/or consultants and volunteers.

- Collaborate with the central office staff (Director of Finance and Administration and Director of Advancement) and MSP leadership (Executive Director & Director of Development/Marketing).
- Ensure the development of work plans for consultants and/or staff that align with the Austin Initiative's top priorities.
- Recruit, orient, train, supervised, coordinate and evaluate staff, consultants and volunteers.
- Foster an environment of cooperation and coordination among staff, contractors and volunteers.
- Consult with and report regularly to the Austin Board, organize its meetings and actively assist in its fund-raising and other community relations efforts.
- Keep the President & CEO informed on current issues and opportunities.

### **C. Leadership**

- Provide leadership to the Austin Board for the creation of a strategic plan and engagement in the annual goals and objectives.
- Establish and maintain constructive and open relationship with all constituencies in the Austin area, providing an avenue for full and open communication and promoting awareness of the existing and changing needs of low-income women and children.
- Establish strong collaborative relationships with various community businesses and organizations in order to provide a network of community support that can serve the educational and employment needs of students.
- Communicate with the President & CEO, on a weekly basis, progress on goals and objectives.
- Attend and participate in appropriate professional and community activities and programs.

### **D. Other duties as assigned by the President & CEO**

#### **QUALIFICATIONS:**

- ◆ The ideal candidate for this position will be a seasoned fundraising professional with 10 years not-for-profit experience or at least five years not-for-profit and substantial other experience. Above all, this person will have a demonstrated track record of non-profit leadership within a small- to medium-sized, financially-sound organization. Leadership abilities and skill in business and financial management are prerequisites for this position. Managerial experience coupled with outstanding interpersonal and communication skills is essential. Successful start-up experience is highly desirable.
- ◆ He or she must be highly creative, innovative and have an entrepreneurial spirit as well as a sense of urgency to achieve results. As the key leader of a start-up organization, this individual must be a strong team player, able to lead while building consensus. This individual must possess excellent strategic planning skills and the ability to translate vision into results in a timely manner.

- ◆ This person must possess collaborative skills and must be able to accomplish the mission and objectives of the organization through the efforts of many people, staff and volunteers. This will include the ability to work with a high-powered, volunteer board and to be effective in a variety of fundraising, planning and development efforts.
- ◆ The importance of human relations skills in this position cannot be overstated. The Executive Director's personal integrity and conduct should establish the climate for all relationships. His or her skill relating to individuals and groups determines the effectiveness of the program. He or she must have the ability to identify with the personal and educational struggles of Jeremiah Program's target population. In addition, this person needs a broad range of experience and knowledge in working with low-income families of diverse ethnic backgrounds. Experience with issues pertaining to early childhood development and family living situations in transitional housing is required.
- ◆ This candidate must be computer literate, possess excellent oral and written communication skills, and have a Bachelor's degree, preferably in a related field. A master's degree is desired.

## **JEREMIAH PROGRAM JOB DESCRIPTION**

**Job Title:** Family Services Manager (part-time), Non-Exempt Position

**Report To:** Executive Director - Austin

**Job Summary:** Responsible for Family Services programming which reflects the Jeremiah mission and encompasses the values, vision and purpose of the program. Responsibilities include: coaching first four program participants to achieve self-reliance, improved life skills and empowerment. Responsibilities include: providing primary source of support and encouragement, tracking the participants' progress toward education and employment goals, assisting with personal and family goal setting, resource referral, crisis intervention, and collecting outcome data. Implementation of Family Services programming, direct service to program participants and supervising volunteers.

### **A. Direct Services - 85% Weight**

1. Coach four students to be empowered, to improve life skills and achieve self-sufficiency goals.
2. Co-develop individual goal plans for participants to provoke self-discovery and personal growth; engage in goal setting and meaningful action.
3. Encourage self-responsibility, promote alignment between their personal values and actions and generate innovative solutions using Empowerment.
4. Providing support, crisis intervention, guidance and resource referral. Reinforce Life Skills lesson content/topics during coaching sessions.
5. Partner with the participants to help them develop their road map for success, which fosters achievement of their short and long-term goals.
6. Collaborate and strategize with students on effectively partnering with outside supportive systems and agencies, with a special emphasis on partnerships related to their children's education.
7. Collect syllabi, class schedules and transcripts from the participants during the first week of every academic semester and monitor their quarterly academic progress.
8. Monitor the students' monthly expenses to ensure they are managing their resources and maximizing their partnerships.
9. Engage in education/employment audit meetings with Programs Committee to discuss the overall progress of women, specifically their educational progress and employment outlook.

10. Maintain efficient, confidential and organized records; provide timely and appropriate case notes in CTK system.
11. Collect, record and report information regarding measurable self-sufficiency outcomes for school, childcare, employment, parenting, personal development, future housing and other accomplishments.
12. Administer on-site UAs.
13. Provide leadership on designated Empowerment/Life Skills evenings.
14. Collaborate and participate in team meetings with staff.

**B. Leadership- 10% Weight**

1. Work closely with the Executive Director to ensure outcomes are achieved.
2. Co-lead Resident Council meetings in conjunction with student leadership.
3. Collaborate with team members and other staff to ensure quality, seamless service delivery.
4. On group meeting night (1x/week), the coach will be the key staff on site to oversee the participants and volunteers.
5. Coordinate team building activities.
6. Maintain professional conduct at all times, in conjunction with Jeremiah Program mission, and contribute to the inclusivity and safe learning environment of the community.

**C. Other duties as assigned by Executive Director - 5% Weight**

**Qualifications**

- BA in human services, social work or related field and 2 years experience working with diverse populations. Experience working with county Child Care Assistance systems is desirable.
- Ability to create positive change in individuals by enabling the individual to realize extraordinary results through a process of discovery, goal setting and meaningful action.
- Ability to effectively manage expected caseload.
- Ability to problem solve, multi-task, complete work on time and independently.
- Knowledge of county, education and employment opportunities in the community, including comprehensive knowledge of valuable community resources.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with a high performing Program Team; interact with management and participants to further the success and development of program participants.
- Proficiency in computer skills, i.e. Microsoft Office Suite and database management software.

**Section 0645**  
**Program Staff Positions and Time**

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

<b>List Program Staff by Title: KLRU</b>	<b>Program Staff FTE's</b>
Play To Learn Lead Coach	.08
Play To Learn Assistant Coach	.08
Play To Learn Community Outreach Specialist	.24
Play To Learn Logistics Coordinator	.10
KLRU Director of Education	.02
KLRU Payroll Specialist	.02
<b>TOTAL FTEs =</b>	<b>.54</b>

---

**Bill Stotesbery**      (bill@klru.org)

---

CEO and General Manager  
Capital of Texas Public Telecommunications Council (KLRU-TV)  
512-471-8564  
P.O. Box 7158  
Austin, TX 78713

---

### **Education**

- Texas Christian University, Fort Worth, TX; Bachelor of Arts, Communications; 1974
- The University of Texas at Austin, Lyndon B. Johnson School of Public Affairs; Master of Public Affairs; 1977

### **Experience**

CEO and General Manager KLRU-TV, Austin PBS	April, 2004 to Present
Vice President, Sales and Marketing Hart InterCivic, Austin TX	September, 2000 to April, 2004
Vice President, Sales and Marketing Intelligent Technologies Corporation, Austin TX	June, 1998 to September, 2000
Partner and Co-founder GTT Communications, Austin TX	December, 1994 to June, 1998
Director of Communications Microelectronics and Computer Technology Corporation (MCC), Austin TX	June, 1991 to December, 1994
Vice President, Government Relations Westmark Systems, Inc., Washington D.C.	September, 1988 to June, 1991
Director, Government and Public Affairs Microelectronics and Computer Technology Corporation (MCC), Austin TX	May, 1983 to September, 1988
Senior Consultant Peat Marwick Mitchell and Co., Austin TX	June, 1997 to April, 1981

### **Significant Community and Professional Activities**

Currently: Board member, Latino Public Broadcasting; UT Austin, Provost's Council on the Humanities; Board Member, National Educational Television Association;

Formerly: Board Member, Greater Austin Chamber of Commerce; Board Member, Texas Department of Information Resources (nominated by the Speaker of the Texas House); Chair, Texas Center for Educational Technology, University of North Texas; Chair, National State Government Affairs Committee, American Electronics Association; Chair, Leadership Austin and Leadership Austin Alumni Association.

## **JOB DESCRIPTIONS – KLRU READY FAMILIES PLAY TO LEARN**

### **Scope of Work: PTL Lead Facilitator**

1. Facilitation of KLRU Play to Learn workshops as laid out in curriculum guides in English and/or Spanish depending upon the needs of the audience
2. Coordination with the KLRU Educational Services staff as to times and locations of workshops, delivery and return of workshop materials. (Travel time and expenses will NOT be compensated.)
3. Data collection during the workshops that include workshop evaluations, media releases, contact information of participants and other items specified prior to the workshops
4. Timely communication with KLRU Educational Services staff in the event of cancellation or other scheduling conflicts
5. Participation in recording of workshop presentations for training and promotional purposes.
6. Training will be provided on recruitment and payroll procedures, and ways to maintain parent engagement and attendance.

### **Scope of Work: PTL Assistant Facilitator**

1. Assisting PTL Facilitator with implementation of KLRU Play to Learn workshops as laid out in curriculum guides in English and/or Spanish depending upon the needs of the audience.
7. Coordination with the KLRU Educational Services staff as to times and locations of workshops, delivery and return of workshop materials. (Travel time and expenses will NOT be compensated.)
8. Assistance with data collection during the workshops that include workshop evaluations, media releases, contact information of participants and other items specified prior to the workshops
9. Timely communication with KLRU Educational Services staff in the event of cancellation or other scheduling conflicts; leading PTL workshops in the event that the Lead Facilitator is absent
10. Participation in recording of workshop presentations for training and promotional purposes.



11. Training will be provided on recruitment and payroll procedures, and ways to maintain parent engagement and attendance.

### **Scope of Work: Community Outreach Specialist**

1. Recruiting parents/caregivers of families meeting PTL criteria to join a PTL cohort and supporting them throughout the 10-week duration of the program (1 session of enrollment/orientation, 8 sessions of coursework, 1 session of final paperwork and transference of digital devices)
2. Once parents/caregivers are recruited, the COS must maintain contact with enrolled individuals throughout the duration of the PTL program to encourage, answer questions, and maintain enrollment.
3. Must have strong communication skills in Spanish and English, and must have access to their own telephones.
4. The Specialists must be organized and timely in maintaining notes and time sheets.
5. Training will be provided on recruitment and payroll procedures, and ways to maintain parent engagement and attendance.

### **Scope of Work: Play To Learn Logistics Coordinator**

1. Prepare all Play To Learn personnel with the necessary equipment, materials, and other resources to carry out all components of the PTL workshop series.
2. Secure PTL meeting sites for each cohort that are located in designated neighborhoods and that are conducive to the workshops
3. Maintain payroll documentation and submission for PTL Community Outreach Specialists
4. Maintain data entry for PTL on enrollment, attendance, demographics and other information pertinent for KLRU and Ready Families Collaborative use.
5. Continue regular contact with other PTL staff to ensure strong job performance and satisfaction.
6. Attend Ready Families Collaborative Facilitators meetings to share information, obtain best practices, troubleshoot conflicts and difficulties, and seek ways to integrate services.

### **Scope of Work: KLRU Educational Services Director**

1. Oversee all functions of KLRU PTL, including payroll, human resources management, data collection, resource management, recruitment and enrollment, documentation, and facilitation of PTL workshop series.
2. Attend Ready Families Collaborative Directors meetings



## **NOW HIRING**

### **Early Childhood Parenting Program Assistant**

#### **Job Description**

One Early Childhood Parenting Program Assistant is needed to support the Lead Coach for KLRU/United Way Play To Learn courses between May 2012 and March 2013. This temporary position will require 16 hours of work per week (primarily morning hours) for a total of 36 weeks. (Some weeks will not have classes due to school holidays, etc.)

Play To Learn is a nine-week parent and child training program of weekly, two-hour classes. Classes are held in four neighborhood settings close to families' homes. Each class will have 12-15 parent participants. Class times are tentatively schedule for four mornings a week (Monday - Thursday).

Four Austin-area locations have been designated for these workshops:

- NE Austin (East of IH-35, north of HWY 290) - 2 locations
- The Dove Springs Neighborhood
- Manor, Texas

#### **Requirements for the position:**

The Early Childhood Parenting Program Assistant must be able to travel to the four sites weekly. The Program Assistant must demonstrate comfort and confidence in assisting the Coach and participants in English and Spanish in activities focused on early childhood learning and parenting. The Program Assistant must be organized and timely in maintaining teaching materials and time sheets, and must have strong communication with the Coach and other staff members on the project. Training will be provided on recruitment and payroll procedures, and the 9-week curriculum.

Hourly pay rate: \$20.00 per hour for 16 hours per week, 36 weeks in duration

Start date: May 1, 2012

End date: March 13, 2013

Contact: Mary Alice Appleman, KLRU Educational Services Dept., 512-475-9051  
[maappleman@klru.org](mailto:maappleman@klru.org)

**Section 0645**  
**Program Staff Positions and Time**

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title: Literacy Coalition of Central Texas	Program Staff FTE's
Program Manager (@.5 FTE)	0.5
Clinical Supervisor (@.25 FTE)	0.25
PALS Coaches, hourly employees	0.5
AmeriCorps PALS Coaches (Full-time, fringe only. Living stipends covered by grant funds)	2.0
TOTAL FTEs =	3.25

**Literacy Coalition of Central Texas**  
Program Manager, Job Description

**Position:** The Program Manager reports to the Directors of the programs he/she supports. Duties range from on-the-ground support to informing the strategic directions of the programs he/she oversees.

**Reports to:** Program Director

**Primary Duties:**

- Manages multiple sites of classes across Austin
- Carries out student support activities (surveys, phone calls, etc.)
- Collects student eligibility information and tracks student progress and other program outcomes
- Responds to the day-to-day needs of paid instructors and volunteers
- Hones and enforces program policies and procedures
- Collects, organizes and reports on program data on an ongoing basis
- Creates outreach and marketing collateral for clients and the general public
- Assists in the planning and implementation of program-related training

**Required Qualifications:**

- Proficient in Spanish
- Excellent interpersonal skills
- Commitment to confidentiality
- Experience with
  - Immigrant communities
  - Adult learners
  - Data management
- Exceptionally well-organized and detail-oriented
- Fluent in MS Excel, Word & PowerPoint
- Ability to work independently while functioning effectively as a member of a team
- Innovative and proactive approach to solving problems and finding information
- Ability to work in a fast-paced, deadline-oriented environment and to juggle multiple tasks.
- Reliable transportation

**Preferred Experience In:**

- Literacy instruction, promoting quality learning environments, and learning theory
- Management of staff and/or volunteers
- Training facilitation
- Management of government contracts
- Social media outreach

**Hours:** Regular full-time employee at 40 hrs per week with flexible scheduling, Monday through Friday between 8am and 6pm, set schedule preferred.

**Literacy Coalition of Central Texas**  
AmeriCorps member: Instructor  
Job Description

**Position:** Adult Literacy Instructor

**Reports to:** Program Manager

**Primary Duties:**

- Teach at chosen workplace (s) or classrooms during scheduled class times
- Attend all instructor trainings
- Assist in client outreach and retention efforts
- Assist in collecting client eligibility documentation and pre and post test results
- Follow classroom curriculum
- Track and submit attendance on a weekly basis
- Lead and collaborate with volunteer teaching assistant(s)
- Follow LCCT guidelines with respect to communication with host sites, clients and staff of LCCT and partner agencies
- Provide updates to supervisor on a bi-weekly basis
- Attend all class-related events (orientation, speed interviews, graduation)

**Required Qualifications:**

- 2 years or more experience teaching
- Exceptional interpersonal skills
- Computer, Excel, and email literacy
- Ability to work independently
- Reliable transportation
- Commitment to confidentiality

## **Literacy Coalition of Central Texas**

**POSITION TITLE:** Executive Director

**POSITION DESCRIPTION:** Under direction of a board consisting of public and private members, responsible as the Executive Director of the LCCT. Individual will work collaboratively with the Board of Directors, Literacy Providers, and other Community Stakeholders to fulfill the mission of Increasing the Quality and Availability of literacy instructional programming in Central Texas.

**Responsibilities:**

Serves as Executive Director of the LCCT; Develops and implements strategic plans that identify critical success factors; Responsible for (and active participant in) obtaining public and private funding to ensure Coalition's economic viability; Directs fundraising activities including identifying prospects and grants and running annual and special campaigns and events; Develops and administers all public relations, marketing, and communication plans, including public service advertising and promotional activities; Makes public presentations and represents the organization by promoting the mission of LCCT; Coordinates annual and special events by contracting vendors, reserving space and equipment, and organizing volunteer support; Develops and directs corporate partnerships throughout the community in order to increase participation in programs and solicit funds. In this regard (and in regard to the development of funding strategies) it is anticipated that a majority of the Executive Director's time will be spent outside the office, in the community and with funding sources. Continuously develops the capacity of the Coalition to provide technical assistance, professional services, and funding opportunities to literacy providers and adult education programs in Bastrop, Caldwell, Hays, Travis and Williamson counties; Coordinates preparation of budgetary reports, financial records and financial statements; Researches, prepares, and submits applications for grants/donations for funding; Directs policies and procedures for programs and events; Coordinates the publication of internal and external communications, including publications, brochures, newsletters, and annual reports; Serves as representative/liaison with various organizations; Administers all policies approved by the Board; Carries out other assignments and projects as assigned by the Board.

**QUALIFICATIONS:** Degree in business administration, public administration, nonprofit management, education, social work or related field. Experience in adult education; substantial experience in local, state, and federal funding with proven ability to develop and obtain public and private funding; excellent oral and written communication skills and interpersonal skills; externally focused.

**NOTES TO CANDIDATES:** Executive Director's focus: Leadership 50% and Development 50%; Supervisory Responsibilities: one (1) full time employee

## Section 0645

### Program Staff Positions and Time

List this program's position titles only (do not include staff names) and provide the corresponding number of Full Time Equivalent (FTE) positions which are assigned to this specific program.

List Program Staff by Title: YMCA of Austin	Program Staff FTE's
Senior Program Director	1 FTE
Program Director	1 FTE
TOTAL FTEs =	2



# ANDREW C. WIGGINS

5909 Painted Valley Dr.  
Austin, Texas 78759

(512) 971-1317  
[andrew.wiggins@austinyymca.org](mailto:andrew.wiggins@austinyymca.org)

---

## EDUCATION

---

### ***The University of Texas at Austin***

Bachelor of Business Administration

Major: Business Honors/Finance

Austin, Texas

May 2002

### ***Centro de Lenguas e Intercambio Cultural***

Intensive Spanish language program

Seville, Spain

September-November 2002

---

## WORK EXPERIENCE

---

### ***YMCA of Austin, Branch Executive***

- Coordinate and manage a minimum of 23 child care programs annually, including day camps, after-school programs, and learning centers.
- Hire, train, and supervise a staff of over 125 part-time and 10 FTE employees
- Provide monthly educational seminars for staff
- Maintain records on programs' 1,000+ daily attendees and ensure compliance with Texas Department of Family and Protective Services' standards
- Establish relationships with administration of partner schools and sustain quality communication with directors, parents, and principals
- Led implementation of MEND program in greater Austin area – childhood obesity intervention program for children and their parents
- Led development and expansion of Project S.A.F.E. (Safety, Aquatics, Fitness Education) – swim lesson and physical activity program for 1<sup>st</sup> graders during the school day
- Advanced YMCA relationship with Spanish-language community through direction and planning of Fitness Feria
- Advance mission through public relations materials, including online design for sections of the YMCA of Austin website
- Expand service delivery by facilitating collaborative partnerships with other social service agencies
- Improved recruitment and retention of qualified staff
- Develop funds through annual Partner of Youth Campaign

Austin, Texas

February 2008-

Present

February 2003-

January 2008

**Program Director**

### ***YMCA of Austin, After School Care and Summer Camp Site Lead***

- Directed daily child care program for students aged four to twelve
- Supervised staff and organized employee schedules
- Created daily activity schedules with a focus on character development

Austin, Texas

May 1999-

August 2002

### ***Council for Court Excellence, Policy Intern***

- Wrote and edited reports and performed statistical analysis for Court Observation Project and Civil Delay Reduction Project
- Made policy proposals based on statistical analysis
- Analyzed performance standards in Congressional bill for Washington, D.C. Family Court

Washington, D.C.

Summer 2001

---

## ACTIVITIES & HONORS

Austin ISD Student Health Advisory Council

Sept 2012 – Present

Graduate New Branch Executive Institute

May 2011

Graduate of Austin ISD Up-Close program

May 2010

Co-founder of Burnt Orange Nation—growing online sports blog

Fall 2004-Present

University of Texas Alumni Interviewer

2004-Present

## **Samantha Ryan**

1400 Ashwood Rd Apt B – Austin – TX- 78722  
(317) 702-3169 cell phone  
Sam.kg.ryan@gmail.com

### **RELATED EXPERIENCE**

#### **YMCA of Austin**

*Program Director*, Austin, TX

September 2013 to present

- Oversee staff supervision, site maintenance, curriculum implementation, and volunteer recruitment and management of signature Y-USA program Early Learning Readiness.
- Interpret, record, and track data for Mind Exercise Nutrition Do It! (MEND) program. Assist with staff and site placement. Observe and maintain site quality and fidelity to program model.
- Coordinate staffing, curriculum, trainings, and safety at summer day camp sites.

#### **College Mentors for Kids**

*Associate Program Director*, Indianapolis, IN

July 2011 to August 2013

- Manage and coach goal setting, safety, and program quality at eight university chapters to ensure support for youth.
- Coordinate and implement a variety of trainings for mentors and staff, including online trainings, national conferences, and train-the-trainer materials.
- Establish and maintain working relationships with community partners to maintain chapter sustainability.
- Achieved excellence in program and safety outcomes by founding an evaluative system of chapter standards and internal reporting.

#### **College Mentors for Kids**

*Chapter President*, Valparaiso, IN

August 2010 to May 2011

- Managed well-being and safety of 80 college and elementary school students; connected college students with the most to give to kids who need it most; coordinated and assisted in educational activities
- Delegated weekly tasks related to activity logistics, fundraising, and group connection to a team of student leaders.

#### **Valparaiso University Residential Life**

*Assistant Coordinator*, Valparaiso, IN

August 2009 to December 2009

- Promoted staff cohesion and supervised personal staff development through meetings, trainings, and one-on-one programming sessions.
- Supported a comfortable educational living environment for 40 female college students of mixed backgrounds and experiences.
- Awarded the Best Community Development of the Year 2009.

### **SKILLS**

- Easily encourages and supports others to try new models.
- Strong communicator and highly effective with written and spoken word.
- Seeks to better understand the past in order to create a strong vision and plan for the future.
- Academic and conversational fluency in the Spanish language.

### **EDUCATION**

Valparaiso University, Valparaiso, IN

Bachelor of Arts- May 2011

Majors: International Service & Spanish

Graduated Summa Cum Laude

#### **Center for Global Education**

*Friendly Haven Internship*, Windhoek, Namibia

February 2010 to April 2010

- Assisted with fundraising and community outreach at a shelter for those who have suffered domestic violence.

Member of The Journey since February 2012

Member of the Spanish honor society Sigma Delta Pi

Member of the Dean's List from Fall 2007 to May 2011

## **Missy Quintela**

8512 Bowling Green #A • Austin, TX 78757

512-294-4713 • [missyquintela@gmail.com](mailto:missyquintela@gmail.com)

### **PROFESSIONAL EXPERIENCE**

#### **San Juan Diego Catholic High School – October 2008- Present**

##### **Director of Admissions**

Developed and implemented goals and marketing strategy to increase enrollment; planned outreach events throughout the greater Austin area

- Created community awareness campaign through rebranding and building relationships with various media outlets
- Doubled applicant pool annually through bilingual outreach and new community partnerships
- Implemented & created recruitment database to track applicant progress and enrollment
- Work individually with prospective students and families to guide them through the application process

#### **Texas Exes – June 2007- October 2008**

##### **Student Relations Coordinator**

Advised, mentored and coordinated the Texas Exes student involvement groups, encompassing over 3,000 students

- Planned and administered student leadership curriculum & retreats
- Developed business plans and budget for Student Programs & Campus Awards
- Administered and implemented selection and recognition programs for professors, teaching assistants, advisors and University students

#### **Girlstart, Inc., August 2004- June 2007**

Organized and expanded outreach to local organizations and school administrators; therein helping Girlstart establish and develop new partnerships

##### *Program Administrator (August 2006-June 2007)*

- Outlined and create system requirements for the development of three new online databases
- Parent liaison, database administrator, and registration coordinator for Summer Camp, Saturday Camps and Expanding Your Horizons Program

##### *Program Assistant (August 2005- July 2006)*

- Streamlined registration Process for Saturday Camp Program which increased number of attendees and reduced number of absences
- Exceeded goals for Summer Camp program, increasing number of scholarships awarded and overall attendance

##### *Summer Camp Counselor (June-July 2005)*

- Coordinated student registration and parent orientations
- Mediated all parental questions and concerns

##### *Office Assistant (August 2004- May 2005)*

- Performed all aspects of daily office management
- Established office reorganization and inventory system

### **EDUCATION**

#### **The University of Texas at Austin, May 2007**

*Bachelors of Arts in Government*

*Minor: Mexican American Studies*

## **Play To Learn: Program Assistant for Early Childhood Parenting Program**

### **Job Description**

Play To Learn Program Assistant will support the Lead Coach. This position will require 5 hours of work per week (primarily morning hours) for each 10-week session. Multiple sessions may run simultaneously. Some weeks will not have classes due to school holidays, bad weather, etc.

Play To Learn is a ten-week parent and child training program of weekly, two-hour classes. Classes are held in easily accessible neighborhood locations close to families' homes. Each class will have 12-15 parent participants.

### **Requirements for the position:**

The Program Assistant must be able to travel to and from Play To Learn sites weekly. The Program Assistant must demonstrate comfort and confidence in assisting the Coach and participants in English and Spanish in activities focused on early childhood learning and parenting. The position will require on the spot translation (English/Spanish). The Program Assistant must be organized and timely in maintaining teaching materials and time sheets, and must have strong communication with the Coach and other staff members on the project. The Program Assistant must complete Play To Learn Facilitator Training and adhere to Play To Learn curriculum and guiding principles as outlined.

- Applicant must be able to pass a criminal background check as a condition of employment.
- Applicant must be bilingual (English/Spanish)
- Applicant must have an Associate's Degree in child development or a related field or a Bachelor's Degree in an unrelated field.
  - Educational qualifications may be substituted for experience at agency discretion.
- Applicant must have previous experience working with families with preschool aged children.

## **Play To Learn: Lead Coach for Early Childhood Parenting Program**

### **Job Description**

Play To Learn Lead Coach will oversee and implement a 10-week parent education program called Play To Learn. The Lead Coach is responsible for implementing the sessions with fidelity to the model, modeling appropriate adult/child interactions and coaching caregivers with cultural and linguistic sensitivity. This position will require 5 hours of work per week per 10-week session. Multiple sessions may run simultaneously. Some weeks will not have classes due to school holidays, bad weather, etc.

Play To Learn is a ten-week parent and child training program of weekly, two-hour classes. Classes are held in easily accessible neighborhood locations close to families' homes. Each class will have 12-15 parent participants.

### **Requirements for the position:**

The Lead Coach must be able to travel to and from Play To Learn sites weekly. The Lead Coach must demonstrate skill and confidence conducting class in English and Spanish in activities focused on early childhood learning and parenting. The position will require on the spot translation (English/Spanish). The Lead Coach must be comfortable using smart technology (primarily a computer tablet) to help facilitate parts of the curriculum. The Lead Coach must also be able to provide instructions on how to use smart technology for caregivers in-class. The Lead Coach must also be able to help caregivers navigate challenging child behaviors while maintaining an open and welcoming attitude.. The Program Assistant must complete Play To Learn Facilitator Training and adhere to Play To Learn curriculum and guiding principles as outlined.

- Applicant must be able to pass a criminal background check as a condition of employment.
- Applicant must be bilingual (English/Spanish). Many classes will be dual language -- conducted in both English and Spanish.
- Applicant must have an Bachelor's Degree in child development or a related field.
- Applicant must have at least two years positive experience working with families with young children.
- Preferred applicants will have experience working with high-risk families with young children.

## Section 0650 Program Budget and Narrative

### *Program Budget*

Applicant must input all proposed budget line items per the applicable Life Continuum categories.

- **ALL LINE ITEM AMOUNTS MUST BE WHOLE DOLLARS ONLY.**
- The dollar amount requested in your Application's Program Budget and Narrative must reflect a twelve (12) month amount of funding.
- The dollar amount requested in your Application's Program Budget and Narrative must be budgeted under one or more of the Life Continuum categories (Early Childhood, Youth, Adults & Families, Seniors & Persons with Disabilities).
- The Personnel line item includes Salaries plus Benefits (combined).
- General Operating Expenses: Include for this line item all operating expenses which are NOT included in any other line item). Examples are any Travel/ Training/ Conferences WITHIN Travis County, Insurance/Bonding, Audit expenses, equipment costing \$5,000 or less, general office supplies, rent; utilities, telecommunications, postage, etc.
- Consultants/Contractuals: Applicants shall combine all proposed amounts into one line item, but shall provide separate details for each relevant item in the Program Subcontractors form. Only consultant/contractual expenses for direct client services are to be included here; other consultant/contractual services should be included in General Operating Expenses.
- Direct Assistance to Clients includes rent, mortgage, utilities, or transportation costs, etc.
- "Amount Funded by ALL OTHER Sources" is the balance of funding from all sources other than the City of Austin.
- "Total Budget" is the sum of all funding sources, which is the entire cost of the program.
- Calculate and check all subtotals and totals, including the percentages by funding source at the bottom, and ensure all line item amounts, subtotals, and totals are in WHOLE DOLLARS.

**Section 0650**  
**Program Budget and Narrative**

<b>Program's Line Item Budget</b>	<b>EARLY CHILDHOOD Amount</b>	<b>YOUTH Amount</b>	<b>ADULTS &amp; FAMILIES Amount</b>	<b>SENIORS &amp; PERSONS WITH DISABILITIES Amount</b>	<b>Amount Funded by ALL OTHER Sources</b>	<b>TOTAL Budget (ALL funding sources)</b>
<b>PERSONNEL</b>						
1. Salaries plus Benefits	627,673	0	0	0	4,465,800	5,093,473
<b>A. Subtotals: PERSONNEL</b>	627,673	0	0	0	4,465,800	5,093,473
<b>OPERATING EXPENSES</b>						
2. General Operating Expenses	70,501	0	0	0	564,546	635,047
3. Consultants/ Contractuals	968,405	0	0	0	1,860,422	2,828,827
4. Staff Travel - <u>Out of Travis County</u>	0	0	0	0	0	0
5. Conferences/Seminars - <u>Out of Travis County</u>	0	0	0	0	0	0
<b>B. Subtotals: OPERATING EXPENSES</b>	1,038,906	0	0	0	2,424,968	3,463,874
<b>DIRECT ASSISTANCE for PROGRAM CLIENTS</b>						
6. Food/Beverage for Clients	0	0	0	0	0	0
7. Financial Assistance for Clients	0	0	0	0	21,855	21,855
8. Other ( <i>specify</i> )	0	0	0	0	0	0
<b>C. Subtotals: DIRECT ASSISTANCE</b>	0	0	0	0	21,855	21,855
<b>CAPITAL OUTLAY (with per Unit Cost over \$5,000/unit)</b>						
9. Capital Outlay	0	0	0	0	0	0
<b>D. Subtotals: CAPITAL OUTLAY</b>	0	0	0	0	0	0
<b>TOTALS</b>						
<b>GRAND TOTALS (A + B + C + D)</b>	<b>1,666,579</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,912,623</b>	<b>8,579,202</b>
<b>PERCENT SHARE of Total for Funding Sources:</b>	<b>19%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>81%</b>	<b>100%</b>

## Section 0650 Program Budget and Narrative

### *Program Subcontractors*

SUBCONTRACTOR #1		
Name of Subcontractor	Communities in Schools of Central Texas	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015      End date: 09/30/2016	
Services to be Subcontracted	Comprehensive dual generation family literacy programming; PAT home visiting; Incredible years group parenting classes	
Number of Clients to be Served (if applicable)	257	
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 365,000	<u>ALL OTHER Sources amount</u> \$ 390,000	<u>TOTAL</u> \$ 755,000

SUBCONTRACTOR #2		
Name of Subcontractor	AVANCE - Austin	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015      End date: 09/30/2016	
Services to be Subcontracted	Parenting and Early Education classes; home-visitation and case management; transportation and food	
Number of Clients to be Served (if applicable)	85	
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 150,000	<u>ALL OTHER Sources amount</u> \$ 289,070	<u>TOTAL</u> \$ 439,070

SUBCONTRACTOR #3		
Name of Subcontractor	Camp Fire USA Balcones Council	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015      End date: 09/30/2016	
Services to be Subcontracted	Camp Fire Play to Learn, 2 generation parenting program	
Number of Clients to be Served (if applicable)	120 per year	
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 60,000	<u>ALL OTHER Sources amount</u> \$ 20,776	<u>TOTAL</u> \$ 80,776

*(If needed for additional subcontracts, copy blocks above to a new page and re-number them accordingly)*

**Section 0650**  
**Program Budget and Narrative**

SUBCONTRACTOR #4		
Name of Subcontractor	YMCA of Austin	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015      End date: 09/30/2016	
Services to be Subcontracted	YMCA of Austin Play to Learn	
Number of Clients to be Served (if applicable)	120	
<b>Dollar Amounts by Funding Source:</b>		
<u>CITY of AUSTIN amount</u> \$ 90,832	<u>ALL OTHER Sources amount</u> \$ 85,232	<u>TOTAL</u> \$ 176,064

SUBCONTRACTOR #5		
Name of Subcontractor	Jeremiah Program	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015      End date: 09/30/2016	
Services to be Subcontracted	Early Childhood Education services; Family Support including parenting services	
Number of Clients to be Served (if applicable)	4	
<b>Dollar Amounts by Funding Source:</b>		
<u>CITY of AUSTIN amount</u> \$ 50,000	<u>ALL OTHER Sources amount</u> \$ 490,000	<u>TOTAL</u> \$ 540,000

SUBCONTRACTOR #6		
Name of Subcontractor	Literacy Coalition of Central Texas	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015      End date: 09/30/2016	
Services to be Subcontracted	Administer the Playing and Learning Strategies (PALS) program in multiple sites and classrooms	
Number of Clients to be Served (if applicable)	140	
<b>Dollar Amounts by Funding Source:</b>		
<u>CITY of AUSTIN amount</u> \$ 85,095	<u>ALL OTHER Sources amount</u> \$ 44,600	<u>TOTAL</u> \$ 129,695



**Section 0650**  
**Program Budget and Narrative**

SUBCONTRACTOR #7		
Name of Subcontractor	Capital of Texas Public Telecommunications Council – dba KLRU	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015	End date: 09/30/2016
Services to be Subcontracted	Play to Learn workshop series	
Number of Clients to be Served (if applicable)	120	
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 65,652	<u>ALL OTHER Sources amount</u> \$ 0	<u>TOTAL</u> \$65,652

SUBCONTRACTOR #8		
Name of Subcontractor	Austin Children’s Shelter	
Term of Subcontract (mm/dd/yyyy)	Start date: 10/01/2015	End date: 09/30/2016
Services to be Subcontracted	Evidence-based home visitation services coupled with therapeutic early childhood classes for children.	
Number of Clients to be Served (if applicable)	48	
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 100,000	<u>ALL OTHER Sources amount</u> \$ 528,400	<u>TOTAL</u> \$ 628,400

SUBCONTRACTOR #9		
Name of Subcontractor	Shelley Scotka	
Term of Subcontract (mm/dd/yyyy)	Start date: 09/01/2015      End date: 08/31/2016	
Services to be Subcontracted	Be Ready for Baby Parent Education Services – English for Any Baby Can Services	
Number of Clients to be Served (if applicable)		
Dollar Amounts by Funding Source:		
<u>CITY of AUSTIN amount</u> \$ 266	<u>ALL OTHER Sources amount</u> \$ 1,795	<u>TOTAL</u> \$ 2,061

**Section 0650**  
**Program Budget and Narrative**

<b>SUBCONTRACTOR #10</b>		
Name of Subcontractor	Rosa Torres	
Term of Subcontract (mm/dd/yyyy)	Start date: 09/01/2015      End date: 08/31/2016	
Services to be Subcontracted	Be Ready for Baby Parent Education Services – Spanish for Any Baby Can Services	
Number of Clients to be Served (if applicable)		
<b>Dollar Amounts by Funding Source:</b>		
<u>CITY of AUSTIN amount</u> <b>\$ 265</b>	<u>ALL OTHER Sources amount</u> <b>\$ 1,794</b>	<u><b>TOTAL</b></u> <b>\$ 2,059</b>

<b>SUBCONTRACTOR #11</b>		
Name of Subcontractor	Various Therapists	
Term of Subcontract (mm/dd/yyyy)	Start date: 09/01/2015      End date: 08/31/2016	
Services to be Subcontracted	Speech Therapy, Physical Therapy, Occupational Therapy for Any Baby Can Services	
Number of Clients to be Served (if applicable)		
<b>Dollar Amounts by Funding Source:</b>		
<u>CITY of AUSTIN amount</u> <b>\$ 1,295</b>	<u>ALL OTHER Sources amount</u> <b>\$ 8,755</b>	<u><b>TOTAL</b></u> <b>\$ 10,050</b>

## Section 0650

### Program Budget and Narrative

#### *Program Budget Narrative*

Add details to describe the proposed City expenses from your Program Budget form.  
 Explanations for the "Other Sources" line items are not required.

PERSONNEL	NARRATIVE/ Descriptions
1. Salaries and Benefits	Any Baby Can direct service and administrative staff salaries and fringe benefits. Fringe benefits include Social Security, Medicare, and Unemployment tax, worker's compensation, health, dental, vision, and life/LTD insurance.
<b>OPERATING EXPENSES</b>	
2. General Operating Expenses	Telephone, Cell Phone, Occupancy Costs, Internet, Postage, Office, Program, and Janitorial Supplies, Agency Vehicle Usage, Equipment Rental, Criminal Background Checks, Annual Audit and 990 preparation, Contract IT services, accounting software maintenance and service, database subscription and consultation, Parents as Teachers affiliation fees, Insurance – General Liability, Nonprofit Umbrella, Directors and Officers, Auto, Employee Theft and Dishonesty
3. Consultants/ Contractuals	Includes direct service and support staff, general operating expenses, and direct assistance at partner agencies.  Various therapist and Parent Education Instructors
4. Staff Travel - <u>OUT of Travis County</u>	N/A
5. Conferences/Seminars/ Training - <u>OUT of Travis County</u>	N/A
<b>DIRECT ASSISTANCE</b>	
6. Food/Beverage for Clients	Snacks provided for program participants
7. Financial Assistance for Clients	Respite Assistance, Client Related Assistance, Transportation Assistance
8. Other Direct Assistance (must specify)	Incentives for completing program
<b>CAPITAL OUTLAY</b>	
9. <u>Capital Outlay</u> (must specify)	N/A

## Section 0655 Program Funding Summary

In *last column*, insert the twelve (12) month funding amount for your proposed program into the corresponding cell. Next clearly list all of your other funding sources for this program, with their corresponding program periods and amounts. Also ensure that the Total Program Funding in the bottom right cell is calculated correctly.

<b>Funding Sources</b>	<b>Grant/Contract Name</b>	<b>Funding Period Start (mm/dd/yyyy)</b>	<b>Funding Period End (mm/dd/yyyy)</b>	<b>Funding Amount</b>
City of Austin	Social Services Contract	10/01/2015	09/30/2016	\$1,666,579
Caritas of Austin – COA pass through	Social Services Contract	10/01/2015	09/30/2016	102,012
Housing Authority of the City of Austin	Housing Authority of the City of Austin	09/01/2015	08/31/2016	55,216
Travis County	Social Services Contract	10/01/2015	09/30/2016	179,588
Travis County	Social Services Contract	10/01/2015	09/30/2016	9,538
Travis County	Social Services Contract	10/01/2015	09/30/2016	51,115
State	Department of Assistive and Rehabilitative Services	09/01/2015	08/31/2016	575,000
State	Department of Health Services	09/01/2015	08/31/2016	290,000
State	Health and Human Service Commission	09/01/2015	08/31/2016	900,000
State	Department of Family and Protective Services	09/01/2015	08/31/2016	425,000
United Way for Greater Austin	Community Investment Grant	07/01/2015	06/30/2016	226,000
Other	Del Valle ISD	09/01/2015	05/31/2016	10,000
Other	Goodwill	09/01/2015	08/31/2016	14,400
Other	Medical Billing	09/01/2015	08/31/2016	1,662,958
Other (Foundation)	Carl Anderson Foundation	09/01/2015	08/31/2016	15,000
Other (Foundation)	Austin Community Foundation	09/01/2015	08/31/2016	80,000
Other (Foundation)	Topfer Family Foundation	09/01/2015	08/31/2016	50,000
Other (Foundation)	Shield Ayers Foundation	09/01/2015	08/31/2016	10,000
Other (Foundation)	People's Community	09/01/2015	08/31/2016	95,956

**Section 0655**  
**Program Funding Summary**

	Clinic			
Other (Foundation)	Other Foundation	09/01/2015	08/31/2016	100,000
Other (Fundraising	Any Baby Can – Fundraising Efforts	09/01/2015	08/31/2016	212,762
Other	(LCCT) Family Literacy AmeriCorps Program	9/1/2015	8/31/2016	24,200
Other	(LCCT) PALS Program Grant	9/1/2015	8/31/2016	20,400
United Way	(CF) Play to Learn Contract	10/1/2015	9/30/2016	20,776
Travis County	(CIS) Early Childhood Services	10/1/2015	9/30/2016	113,723
United Way	(CIS) Home Visiting and Parenting Education	7/1/2015	6/30/2016	136,000
Austin Community College	(CIS) Adult Education	7/1/2015	6/30/2016	65,000
KDK Harmon Foundation	(CIS) ASPIRE Summer Program	9/1/2015	8/31/2016	50,000
Barbara Bush Foundation for Family Literacy	(CIS) ASPIRE	9/1/2015	8/31/2016	37,500
United Way	(AVANCE) Community Investment Grant	7/1/2015	6/30/2016	74,000
Other	(AVANCE) Manor ISD	7/1/2015	6/30/2016	22,900
Other	(AVANCE) Del Valle ISD	7/1/2015	6/30/2016	6,000
Other (Foundations)	(AVANCE) Foundations	7/1/2015	6/30/2016	90,000
Other (Corporation)	(AVANCE) Samsung, Applied Materials, 3M	7/1/2015	6/30/2016	65,000
Other (Foundations)	(JP) Garrison Family Foundation	9/1/2015	8/31/2016	150,000
Other (Foundations)	(JP) The Moody Foundation	9/1/2015	8/31/2016	250,000
Other (Foundations)	(JP) Nelson Puett Foundation	9/1/2015	8/31/2016	30,000
Other (Foundations)	(JP) Lowe Foundation	9/1/2015	8/31/2016	50,000
Other (Foundations)	(JP) Alice Kleberg Reynolds Foundation	9/1/2015	8/31/2016	10,000
<b>FUNDING AMOUNT TOTAL:</b>				<b>\$ 7,946,623</b>



Early Childhood Intervention Services  
Kimberly A. Wedel, Assistant Commissioner

Veronda L. Durden  
Commissioner

January 13, 2014

Donnie Splier, Chief Financial Officer  
Any Baby Can Child and Family Resource Center  
1121 East 7th Street  
Austin, TX 78702

Dear Ms. Splier:

We have reviewed the following FY 2013 final financial reports submitted by your agency: 4<sup>th</sup> quarter Financial Status Reports (Form 269a, Third Party Billing Attachment, and Form 269a Respite); Expenditure Summary by Funding Source and Nonexpendable Personal Property Report. Our review focused primarily on reconciling reported costs to actual ECI contract reimbursements and verifying that State and Local funds requirements have been met. As all questions have been resolved, our review of the financial reports mentioned above is complete. Third party claims, collections and uncollected claims are being reviewed by DARS ECI staff. This review may require additional information throughout the year.

From the FY 2013 final financial reports, we have determined your agency's FY 2014 Locally Collected Funds Requirement. Section XXXVI, PAYMENTS AND ADVANCES, G. of your FY 2014 ECI contract states that the contractor must "expend at least the same amount of locally collected federal, state, local, and private funds in the current fiscal year for early intervention services covered under this contract as was expended in the previous year, excluding program income and other third party revenue collections, in-kind contributions and unsolicited cash contributions, unless exceptional circumstances are approved." As such, your FY 2014 State and Local Funds Requirement is \$146,942 as shown below. Allowances to the State and Local Funds Requirement may be made only under the guidelines in the ECI Contract.

Funding Source	Amount
Local/City	\$77,636
Local/County	\$51,114
Foundations	\$18,192
Locally Collected Funds Requirement	\$146,942

***Partnerships for Independence***

6330 Highway 290 East, Suite 300 MC 3029, Austin, TX 78723-1072 1-800-628-5115  
Phone: 512-424-6754 Fax: 512-424-6749

FY 2013 Final Financial Reports Closeout Letter  
January 13, 2014  
Page 2

If you have any questions, please contact Sherry Walker at (512) 424-6826 or me at (512) 424-6789.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Wolfe". The signature is fluid and cursive, with the first name "Andrew" and last name "Wolfe" clearly distinguishable.

Andrew Wolfe, Lead Contract Budget Specialist  
Division for Early Childhood Intervention Services

cc: Alexandra Alfau, Program Director

## **E. WORKPLACE VIOLENCE PREVENTION POLICY**

ABC has adopted the following guidelines to deal with intimidation, aggression, or other threats of (or actual) violence that may occur during business hours or on agency premises. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of ABC without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, client, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to their immediate supervisor, program manager, department director or another member of management. This includes threats by employees, as well as clients, vendors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.

ABC will promptly and thoroughly investigate all reports of threats (or actual) violence and suspicious individuals or activities. The identity of the individual making the report will be protected as much as practical. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

Visitors should be announced to employees and either wait in the reception area until an employee is able to escort them or they may proceed directly to the assigned meeting area. All suspicious individuals or activities should be reported as soon as possible to a department director, Human Resources, and/or the Executive Director. The front desk staff should also be notified to assist in managing visitor's access.

ABC encourages employees to bring their disputes with other employees to the attention of their immediate supervisor, department director, Human Resources, or another member of management before the situation escalates into potential violence.



## **A. EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

### **POLICY**

In keeping with the philosophy and mission of the agency, ABC is an Equal Opportunity Employer. Employment practices at ABC will be implemented without regard to race, color, sex (including pregnancy), national origin, religious beliefs, age, disability, sexual orientation, citizenship status, military status, or any other basis protected by federal, state, or local fair employment practice laws.

Equal employment opportunity will be extended to all persons in all aspects of the employment process including, but not limited to, recruitment, screening, hiring, training, promotion, transfer, pay, benefits, discipline, reductions-in-force, and termination.

ABC prohibits retaliation against applicants or employees who file discrimination charges with federal, state, or local fair employment practice agencies, participate in the investigation of such charges, and/or oppose unlawful employment practices.

## **C. AMERICANS WITH DISABILITIES ACT**

### **POLICY**

ABC is dedicated to attracting, hiring, and developing a strong and diverse workforce. This agency is committed to complying with the Americans with Disabilities Act of 1990 (“ADA”) and the ADA Amendments Act of 2008 (“ADAAA”) by ensuring equal opportunity in employment for qualified individuals with a disability.

Human Resources has responsibility for ADA compliance and for engaging in the interactive process to determine whether an employee is a qualified individual with a disability for the purposes of providing a reasonable accommodation.

ABC will make every effort to reasonably accommodate qualified employees with disabilities, as recognized by ADA and ADAAA, unless such accommodation results in an undue hardship to ABC or changes the essential functions of the position.

In compliance with ADA and ADAAA, ABC is required to address any specific requests for accommodations in good faith. There is no obligation to determine or identify the need for accommodation absent an employee’s request.

ABC prohibits discrimination against persons with disabilities and prohibits retaliation towards individuals asserting their rights under ADA and ADAAA, and from discriminating against people because of their family or other relationship to a person with a disability.

### **PROCEDURE**

1. Any employee who is disabled and requires reasonable accommodation to perform the essential functions of their job should notify his/her immediate supervisor, department director and Human Resources.
2. Once an accommodation request has been made, Human Resources will notify the Executive Director and begin an interactive process between the employee, their supervisor and department director to determine if a reasonable accommodation can be provided to the employee.
3. The employee must communicate how the disability affects his/her ability to perform the essential functions of the job and which workplace accommodations they have identified as necessary to assist in performing job duties.

4. Human Resources may request medical documentation of the employee's functional limitations to support the accommodation request. Any medical documentation will be collected and maintained in accordance with appropriate confidentiality procedures and only shared with others if they have a legitimate business to be informed.

5. Upon completion of the interactive process and an evaluation of the medical documentation, Human Resources is responsible for assessing whether or not the employee's requested workplace accommodation is reasonable and determining what, if any accommodation is most appropriate for both the employee and the agency.

6. Human Resources will consult with the immediate supervisor, department director and the Executive Director to advise them of any reasonable accommodation options based on information gathered.

7. While consideration is given to the employee's preference, ABC will choose from among reasonably effective accommodations and select and implement the one that is most cost effective and easiest to provide.

8. Employees requesting an accommodation should receive a decision within 30 calendar days from the date of the request or shall be notified if a longer period is needed to make a determination.

9. Employees offered a reasonable accommodation have the right to refuse the accommodation, but if the employee is unable or unwilling to perform the essential functions of their job at a satisfactory level without the accommodation, he or she will be separated from employment. Refusal to participate in the accommodation process may result in employment separation.

## **E. WHISTLEBLOWER POLICY**

### **POLICY**

Any Baby Can's Code of Ethics and Conduct ("Code") requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of ABC, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

It is the intent of ABC to adhere to all laws and regulations that apply to the agency and the underlying purpose of this policy is to support the agency's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

### **PROCEDURE:**

1. It is the responsibility of all directors, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy. If any employee reasonably believes that some policy, practice, or activity of ABC is in violation of law, a written complaint must be filed by that employee with the Human Resource Manager, Chief Financial Officer ("CFO"), Executive Director, or the Board President.
2. No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
3. The Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the agency, prior to seeking resolution outside the agency. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of ABC and provides ABC with a reasonable opportunity to investigate and correct the alleged unlawful activity.
4. ABC has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's immediate supervisor is in the best position to address an area of concern.

If an employee is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, the employee is encouraged to speak with Human Resources. Supervisors and managers are required to report suspected violations to Human Resources, who has specific and exclusive responsibility to investigate all reported violations.

## **B. LIMITED ENGLISH PROFICIENCY (LEP) CLIENTS**

### **POLICY**

ABC complies with the Civil Rights Act of 1964, Executive Order #13166 (signed in 2000) "Improving Access to Services for Persons with Limited English Proficiency".

ABC strives to ensure programs and activities are accessible to LEP clients and thusly, do not discriminate on the basis of national origin in violation of Title VII's prohibition against national origin discrimination.

ABC shall take reasonable steps to provide meaningful access, consistent with and without unduly burdening, the fundamental mission of the agency.

Among the factors to be considered in determining what constitutes reasonable steps to ensure meaningful access are:

- The number or proportion of LEP persons in the eligible service
- population,
- The frequency with which LEP individuals come into contact with the
- program,
- The importance of the service provided by the program, and
- The resources available to the recipient

**Applications Funded in Response to RFP EAD0116**  
**Self Sufficiency Social Services**

<b>Evaluation Score</b>	<b>Agency Name</b>	<b>Program Name</b>	<b>37-Month Funding</b>	<b>3, 12-Month Extension Options</b>	<b>Total Contract Amount</b>
118	Youth & Family Alliance (Lifeworks)	Collective Impact Continuum	\$2,428,800	\$809,600	\$4,857,600
115	Meals on Wheels and More	Meals on Wheels	\$1,302,849	\$434,283	\$2,605,698
115	Any Baby Can	Ready Families Collaborative (C-11)	\$4,459,737	\$1,486,579	\$8,919,474
115	Austin Child Guidance Center	Underserved Families Mental Health Program	\$536,376	\$178,792	\$1,072,752
114	Casa Marianella	Emergency Shelter	\$544,320	\$181,440	\$1,088,640
113	Communities in Schools	Case Management & Pebble Project	\$1,427,469	\$475,823	\$2,854,938
113	Travis County Domestic ... (SafePlace)	Expect Respect	\$494,760	\$164,920	\$989,520
113	Theatre Action Project (Creative Action)	Del Valle Collaborative Afterschool Program (C-3)	\$845,934	\$281,978	\$1,691,868
113	Family Eldercare	Living Well Collaborative (C-6)	\$514,764	\$171,588	\$1,029,528
111	Travis County Domestic ... (SafePlace)	Victim Services	\$2,166,000	\$722,000	\$4,332,000
111	Family Eldercare	Counseling Services	\$164,955	\$54,985	\$329,910
111	Caritas of Austin	BSS+ (C-12)	\$9,992,721	\$3,330,907	\$19,985,442
110	Austin Recovery	Self Sufficiency Continuum Services	\$1,371,249	\$457,083	\$2,742,498
110	Caritas of Austin	Mental and Behavioral Health Services	\$643,377	\$214,459	\$1,286,754
110	The ARC of the Capital Area	Family & Juvenile Transition Services	\$183,726	\$61,242	\$367,452
109	Family Eldercare	Money Management	\$210,000	\$70,000	\$420,000
109	Foundation Communities	Afterschool Summer Youth Program	\$420,000	\$140,000	\$840,000
109	Capital Area Food Bank	Food Bank Services	\$681,141	\$227,047	\$1,362,282
109	Foundation Communities	Tax Prep & Financial Programs	\$371,250	\$123,750	\$742,500
108	VinCare Services of Austin	Saint Louise House	\$273,000	\$91,000	\$546,000
107	Helping the Aging, Needy and Disabled (HAND)	Charitable Care/Sliding Scale	\$120,933	\$40,311	\$241,866
106	Samaritan Center	Whole Body Mental Health Services	\$285,390	\$95,130	\$570,780
106	Foundation for the Homeless	Family Rehousing Initiative	\$713,958	\$237,986	\$1,427,916
106	Austin Children's Shelter	Wrap Around Residential Program	\$264,600	\$88,200	\$529,200
105	Planned Parenthood	Sisters Saving Sisters Program	\$144,612	\$48,204	\$289,224
105	Family Eldercare	Medication Management	\$163,800	\$54,600	\$327,600

Evaluation Score	Agency Name	Program Name	37-Month Funding	3, 12-Month Extension Options	Total Contract Amount
105	Workforce Solutions	Workforce and Education Readiness Continuum (C-13)	\$7,520,967	\$2,506,989	\$15,041,934
104	Salvation Army	Pathways & Partnerships	\$681,864	\$227,288	\$1,363,728
103	Court Appointed Special Advocates (CASA)	Transitioning Youth Program	\$120,000	\$40,000	\$240,000
102	Goodwill Industries Central Texas	Ready to Work	\$2,095,977	\$698,659	\$4,191,954
99	Easter Seals	Housing Services, Early Childhood, Comprehensive Outpatient Rehab, Youth Leaving Services, Adult Services	\$1,002,735	\$334,245	\$2,005,470
97	African American Youth Harvest Foundation	Enrichment of Low Income Youth	\$489,774	\$163,258	\$979,548
97	Texas Rio Grande Legal Aid	Legal Services	\$548,346	\$182,782	\$1,096,692
92	YWCA	YW Counseling & Referral Ctr (YWERC)	\$348,714	\$116,238	\$697,428
90	Austin ISD	Victory	\$615,600	\$205,200	\$1,231,200
82	Austin ISD	Primetime	\$1,921,833	\$640,611	\$3,843,666
82	Child Inc.	Early Steps to School Readiness Summer and After School Program	\$1,293,750	\$431,250	\$2,587,500
*	Council on At-Risk Youth (CARY)	Ounce of Prevention	\$480,000	\$160,000	\$960,000
*	River City Youth Foundation	Dove Springs	\$350,400	\$116,800	\$700,800
Total					\$96,391,362
* Council on At-Risk Youth (CARY) and River City Youth Foundation were disqualified from the RFA process by the Purchasing Office due to non-compliance with the solicitation requirements.					